

Computer Repair Sales Associate

Geek Central
116 Central Avenue
Faribault MN 55021
507-330-0825

Computer Repair Sales Associate (Internship)
Company or Recruiter - Geek Central
Industry - Computer Repair and Service
Function - Computer Repair Sales
Location - Faribault, MN
Position Level - Advanced
Position Type - Summer Internship / Leading to permanent employment
Intern Paid – Commission

OPPORTUNITY

A great chance for a highly motivated and technically skilled person to gain hands on experience by being responsible for all sales activities in assigned areas while managing quality and consistency of service contracts.

POSITION

- Internship will cover learning and practical experience in the following areas:
 - Present and sell company products and services to current and potential clients.
 - Develop and maintain sales materials and current product knowledge.
 - Prepare presentations, proposals and sales contracts.
 - Identify sales prospects and contact these and other accounts as assigned.
 - Follow up on new leads and referrals resulting from field activity.
 - Coordinate company staff to accomplish the work required to close sales.
 - Prepare paperwork to activate and maintain contract services.
 - Manage account services through quality checks and other follow-up.
 - Identify and resolve client concerns.
 - Prepare a variety of status reports, including activity, closings, follow-up, and adherence to goals.
 - Coordinate shipping schedules and delivery of merchandise and services.
 - Provide on-the-job training to new sales employees.
 - Participate in marketing events such as seminars, trade shows, and telemarketing events.
 - Follow-up for collection of payment.
 - Establish and maintain current client and potential client relationships.
 - Prepare action plans and schedules to identify specific targets.
 - Prepare action plans to project the number of contacts to be made.
 - Other duties as assigned.
- Most importantly, communicate new product and service opportunities, special developments, information, or feedback gathered through field activity to appropriate company staff.

BENEFITS

- Letter of recommendation upon successful completion of the internship assignment.
- Excellent resume builder - real world experience.
- College credits, for participating universities and colleges.
- Possibility of future employment.

SKILLS AND ABILITIES

Visibility requires maintaining a professional appearance and providing a positive company image to the public.

Work requires significant local travel to current and potential clients. This requires the possession of a valid state drivers license.

Work requires willingness to work a flexible schedule.

Knowledge of advertising and sales promotion techniques. **This is normally acquired through a combination of the completion of a Bachelor's Degree and / or three to five years of sales or marketing experience.**

The candidate must demonstrate the skill and ability to:

- Think logically and be able to articulate thoughts in a clear, concise manner.
- Persuade and influence others.
- Create, compose, and edit written materials.
- Develop and deliver presentations.
- Comfortably work both individually and as part of a remote workgroup.
- Take ownership of assignments and see them through to completion.
- Know when to ask questions or ask for help.
- Efficiently manage several (small) concurrent assignments.
- Quickly learn and adapt when dealing with unfamiliar systems, applications or processes.
- Be able to communicate clearly and effectively with managers and co-workers.
- Meet deadlines and complete work in a timely and efficient manner.
- Display exceptional follow-through, personal drive and the desire to make a difference.
- 3-Month commitment, with minimum of 8-10 hours per week.
- Specific internship positions may be available on a year-round basis.

WORKING CONDITIONS

Working conditions are normal for an office environment. Work requires significant local travel and may require occasional weekend and / or evening work.

Please make sure you have read and understand our requirements before submitting your resume.

Geek Central does not offer an application, please submit a resume with cover letter to the address located at the top of this document, and put it to the attention of F. John Rowan for consideration.