



IN-SB-00 Sales/Business Development Intern

The Sales Department is responsible for generating equipment sales and service contracts from within the Federal Government and the District of Columbia Government.

Job Description

- Generate sales leads and compile prospect lists
- Update and maintain current supplier contact/prospect and agency lists
- Prepare sales kits
- Prepare contracts for government sales, interact via the phone and in person with Department heads
- Research market expansion ideas and strategies
- Increase exposure among the industry professionals and government officials

Requirements

- Detail-oriented and organized
- Strong communication and interpersonal skills
- High proficiency in Word, Excel and Power Point
- Initiative and creativity
- High degree of confidence
- G.P.A. of 3.0/+
- Deep interest in Business Development and Sales
- Current student

Submit your resume, transcripts, 3 references and a writing sample to Shamika Davis, Operations Manager at hr@documentmanagers.us

