Inside Sales Intern (5-8 months duration)

ETAK Systems, Inc. is a privately owned service provider supporting the wireless telecommunications industry throughout North America. Since July 1997, we have offered DC Power Installation and Battery Services, as well as a range of Engineering Services.

- Provide internal support to the Inside Sales Coordinator and the Sales Department, as well as other interlinked departments as needed;
- Utilize technical skillsets, such as computer programs, (MS Office apps, Internet), telephone, copy/scanning devices to help with the responsibilities / tasks set forth;
- Possess excellent communication/interpersonal skills to achieve dependable support;
- Demonstrate other qualities required for the position, such as meticulousness and attention to detail, sense of prioritizing, ability to focus yet multi-task in a fast-paced environment

RESPONSIBILITIES:

1. Sales Department & Interdepartmental Support for Pre-billing Tasks
2. Web-based Programs -- Archiving, Monitoring and Reporting
3. Internal Trackers for Reporting and Maintenance/ Updates (mainly Excel)
4. Other

ESSENTIAL FUNCTIONS OF THE JOB:

*Note that other duties may be assigned* (See below)

- Gain knowledge of ETAK’s internal Sales & Pre-billing Processes
- Proficient use of Excel and Great Plains computer software systems
- Constant communication via phone and computer with all sales team members and inter-departmental key people of the company, to streamline pre-billing requirements for all satellite offices across the country
- Update / maintain web-based programs daily, with proper tracking of Purchase Orders received, printed, archived and linked to the corresponding job file
- Run Work-in-Process (WIP) Reports, and support the Sales Team with WIP Updates, Backlogs, Analyses & Comparison Reports
- Archive Quotes within ETAK’s archiving method and process
- Update job files for Purchase Orders and Quotes / Pricing issues on an ongoing basis
• Provide tracking and job status reports to customers as required by the Inside Sales Coordinator

• Other reports as needed

Qualifications: - Quick Summary

1. Good verbal and written communication skills
2. Strong computer skills – Microsoft office products, familiarity with Excel a must
3. Prior experience in a customer or inside sales support role
4. Team spirit
5. Ability to multitask and work in a fast paced ever changing environment
6. Extremely detail-oriented

CONTACT

Please contact me directly.

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