

SUMMER SALES: INTERNSHIP

As a **Summer Sales Intern** with Govig & Associates you will be learning about and involved in the talent management process. You will have learning objectives in: Market Research, Operations, and Executive Recruitment with an emphasis in Sales.

This is a hands-on internship where your work will directly contribute to our executive team! We are looking for **6** highly skilled and motivated interns with strong interest in learning about business negotiation and communication tactics – the baseline of sales techniques.

This internship is ideal for students interested in gaining valuable BUSINESS knowledge, but we accept applicants of **all majors**. The ideal candidate will have strong interest in sales. **NO** previous experience is required.

The summer internship will be 10 weeks, starting in mid-May and ending at the end of July. Interns will work an 8am – 4pm schedule for the duration of the internship. Govig requires semi-professional dress attire, and provides a competitive hourly wage.

Acquired benefits of the internship (what's in it for you):

- Work in a corporate environment learning about professional development
- Direct exposure to top-level Executives for mentorship
- Establish professional references for your resume
- Training on using social media as a professional networking tool
- Experience in a sales driven, team oriented organization
- Learn first-hand about the sales process and special techniques
- Coaching and training on core competencies:
 - ✓ Communication
 - ✓ Teamwork
 - ✓ Time Management
 - ✓ Autonomy

Duties and Responsibilities include:

- ✓ Research (industry information, client company profiles)
- ✓ Data entry into central CRM system
- ✓ Building recruiting searches (LinkedIn searches, database queries)
- ✓ Performing candidate assessments (resume screening, matching profiles)
- ✓ Conducting phone calls to direct the sales process
- ✓ Scheduling interviews & conducting executive-level screening conversations

About Govig & Associates

Govig is an Executive Recruitment firm that specializes in identifying and placing executive level talent. With over 40 years of experience and success in recruitment, Govig combines high quality performance with small business values and culture. We work strategically in the following verticals across the nation: Biotech and Pharmaceuticals, Building Products, Construction, Healthcare, and Tax.

Interested? Submit resumes to: hr@govig.com

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