



Work Based Learning Opportunity for Fall, 2016

Position: Sales & Marketing Intern

Position Summary: This is a Work Based Learning Position in cooperation with Cleveland Community College. This position will support our sales team as well as our customer service team.

Position Duties:

- Manually entering orders into database
- Observe sales process by traveling with sales representatives and/or Sales Manager
- Practice sales process by calling on existing and/or new accounts
- Provide accurate information to customers regarding questions on products or their account
- Contributes to team effort by accomplishing related tasks
- Update Supervisor daily with daily action summary

Skills/Qualifications

- Self-Motivated
- Strong verbal and written communication
- Time management
- Strong knowledge of Microsoft office
- Problem solving
- Professional
- Organized
- Knowledge of general office equipment: Computers, Multi-Line phone system, fax, copy machine

CCC information on Work Based Learning (WBL) Qualifications for CCC Students:

- 9 Semester Hours credit earned in a major of Marketing, Business Administration, or a similar program with WBL as a course prefix for an elective
- Grade point average (GPA) of at least 2.0 in your major.
- Ability to provide your own transportation and work either 160 hours (WBL 111) or 320 hours (WBL 112) with the sponsoring agency, Webb Chemical, according to a mutually agreed upon schedule between August 18, 2016 and December 19, 2016.

Benefits of working this WBL position:

- Webb Chemical will pay \$10/ hour for a qualified student in this WBL assignment
- A successful WBL experience will be a positive addition to your resume

Interested and qualified students should contact Dr. John Lattimore, Dean Business & Allied Health at 704-669-4020 or lattimorej@clevelandcc.edu for more information.