

SLM | Media Group

SALES INTERNSHIP

DESCRIPTION

SLM Media Group's sales department is looking for an energetic and hard-working student for a summer internship. We ask for a minimum of 15–20 hours a week, which must be used for college credit. All applicants must be a junior or senior currently majoring in advertising, communications, business, or marketing.

SLM Media Group's sales intern will work closely with the sales team on a daily basis, focusing on preparing sales contracts, researching and prospecting new clients, developing sales proposals, and managing the advertising database.

REQUIREMENTS

- Assist the publisher, sales manager, and account executives with general day-to-day sales duties.
- Research and prospect for the sales department using competitor publications and other tools.
- Update and maintain advertising database and create monthly sales, revenue, and prospecting reports.
- Support sales staff in daily preparation for sales appointments, if needed.
- Maintain promotional information sheets for distribution and mailing.
- Work closely with the marketing department and assist at *SLM* Media Group's events when needed.
- Perform additional job-related duties as assigned.

RESPONSIBILITIES

- Proficiency in Microsoft Excel, Word, and PowerPoint required
- Excellent written and verbal communication skills
- Detail-oriented, outgoing, organized, and self-starter personality
- Ability to prioritize, multitask, and meet deadlines
- Team player who can collaborate with various departments
- Flexible schedule

COMPENSATION

School credit only.

HOW TO APPLY

Send a cover letter and résumé by email to msharpe@stlmag.com or by mail to:

Morgan Sharpe
SLM Media Group
1600 S. Brentwood, Ste. 550
St. Louis, MO 63144

No phone calls please!