



MedHelp, Inc. Sales Administrative Internship

MedHelp, Inc., a medical management company is seeking an intern to assist with the daily administrative duties within the Sales & Marketing department.

Responsibilities/ Duties:

This is an unpaid internship providing students with an experience in sales administration. The position entails the following duties:

- Administrative duties as required
- Spreadsheet projects
- Sales lead generation
- Telemarketing
- Assist with the design of brochures, fliers and other marketing materials
- Attend networking events with sale's manager
- Pursue leads, create opportunities list and follow-up with list via phone, email or letter

Skill Sets

- Customer service skills
- Basic marketing skills and sales experience is HIGHLY desired
- Ability to multitask effectively
- Strong communication skills; verbal, written and interpersonal

Hours:

Office hours are 8:30AM-4:30PM; Intern will work a 10 hour weekly schedule which can be split into two or three days shifts allowing for a flexible schedule.

Requirements/Qualifications:

- Candidates should have a 3.0 GPA
- Good organizational skills
- Strong written and communication skills
- Experience with Microsoft Office, Excel and Design Software
- Be able to work and think independently with minimal oversight
- Detail-oriented and can multi-task
- Positive attitude and a desire to contribute and learn
- Preferred majors include Marketing, Communication, Public Relations or a related field
- Attention to detail is very important to this position and will be evaluated

Benefits:

All interns can list MedHelp, Inc. as job experience on their resume after their internship. This is an opportunity to get varied experience and to develop your skills and talents as part of a growing business.

Furthermore, successful interns will receive a letter of recommendation either for their next position or scholarship.

*Interns will receive a stipend on all sales generated

How to Apply:

Please forward resume and cover letter outlining your experience related to this position to tsmith@medhelpinc.com attention to: Tory Smith, Director, Sales & Marketing. No recruiters, job seekers or phone calls.