

<b>Document Name: Sales Intern Job Description</b>		
Rev. No. 000	Authored: Phil Lehman/ Jake Jones	Approved by:
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### **Sales Intern**

Advanced Composites, Inc. (ACI) is seeking an energetic Sales Intern to join our team. The Sales Intern position is a temporary position, lasting 3 months, with the opportunity to grow into full-time employment. The hours are M-F 8:00 am – 5:00 pm. ACI employs approximately 90 full-time employees and manufactures composites products for aerospace, military, prosthetic, industrial, and recreational markets. As a member of our sales team, your primary responsibilities will be with ACI's outdoor brands: Wound Up Composites and Cataract Oars. We work with people from all over the country and around the world offering top-quality outdoor gear.

#### **Responsibilities**

1. Act as the primary contact for ACI product inquiries, purchases, and all other issues that may arise by both email and phone for Cataract Oars, Wound Up Composites, ACI Pin Rings, and other items as they are developed and released for sale.
2. Understand and effectively communicate accurate information about ACI's programs, products, and services to customers by both phone and email.
3. Handle all warranty issues for ACI product lines by issuing return authorization numbers, coordinating returned product inspection, and completing all required paperwork associated with returns.
4. Communicate all known customer or product issues to ACI sales team to continually improve product and customer satisfaction.
5. Build mutually beneficial collaborative long-term business partnerships with dealers and customers.
6. Input sales orders, price changes, and pricing tier adjustments for products and dealers as needed.
7. Generate SKUs and Barcodes for all necessary product items.
8. Perform, track, and report monthly sales for ACI products.
9. Act as the expediter for shipping ACI products as needed.
10. Attend product trade shows and events as needed to promote ACI products and work to expand dealer network.

#### **Qualifications**

You may be right for the job if you:

- Are an outgoing skilled communicator in both written and verbal form.
- Have 1+ years of experience in customer service (in-person, telephone, and/or electronic) with proven track record of excellent customer care. Or equivalent.

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- Can multitask and manage time in a fast-paced work environment.
- Are proficient with QuickBooks and have a working knowledge of excel.
- Want to grow with a fun and active company.
- Enjoy cycling and water sports (huge plus).

### **Compensation**

This position is initially temporary with the potential to grow into full-time employment. The Sales Intern compensation will start at \$16 an hour and last 3 months. After 3 months, we will evaluate performance for potential full-time employment which includes full employee benefits.

### **Benefits of full-time employment at Advanced Composites, Inc. include:**

- 2 Different Competitive Health Plan Options
- 2 Different Dental Plan Options
- Paid Time Off
- Catered Luncheons
- Excellent 401K Match and Profit-Sharing Opportunity
- Uniform and Laundering Service
- Bonus Reward Programs
- Summer and Christmas Parties
- Onsite Free Gym Access
- Charitable Events, and more!

*Advanced Composites, Inc. is an Equal Opportunity Employer.*