

**Intern / Trainee – Simplex Industries, Inc.
Reports Directly to VP of Sales**

- Location of work station is next to the receptionist/operator area Plant #2

This position is designed to be a support mechanism to any and all parts of the Sales function.

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| Weekly | 1. Process weekly sales paperwork |
| Monthly | 2. Update Account Manager statistic sheet on monthly basis |
| Monday AM | 3. Retrieve all reports from Outside Sales and put on VPSM desk. (1 st thing Monday morning) |
| Daily | 4. Process all sales leads from website <ul style="list-style-type: none">a. Send responses if requiredb. Distribute leads to Sales Department |
| Daily | 5. Take calls from prospective customers, builders, and retail leads, give names of builders to retail. Process lead to builder |
| Daily | 6. Make sure all current and new builders have completed builder application on file |
| Daily | 7. Take calls from builders in absence of salesmen |
| Daily | 8. Help coordinate and participate in Open Houses |
| Daily | 9. Update shipping with Transportation Manager
Assist with the delivery confirmation process |
| Daily | 10. Make sure fax machine is emptied on a daily basis (1 st thing AM) and distribute to designated person |
| Daily | 11. Follow up on request of outside salesmen |
| Daily | 12. Process change orders and log in book for all outside salesmen |
| Daily | 13. Be prepared to give plant and model tours |
| Daily | 14. Be prepared to be able to walk houses that are shipping for outside sales and inside sales when requested by VPSM/SM |
| Daily | 15. Keep sample room clean and up to date at all times |
| Daily | 16. Maintain current inventory of all sales brochures and samples in office area and have brochure packages available in inventory |
| Daily | 17. Make sample kits and keep minimum of (3) complete kits at all times in inventory |
| As Needed | 18. Order samples with purchasing when needed for sample kits
Build upgrade sample kit boards, deco boards for model home packages |
| As Needed | 19. Process brochure, handouts and sign orders with printing company |
| As Needed | 20. Help prepare all paperwork/handouts/sales marketing tools |

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| As Needed | 21. Help prepare for Annual Builder Show or Golf Tournament |
| As Needed | 22. From time to time, you may be requested to travel, overnight travel, run errands, work past 5:00, work Saturdays, work Open Houses or Trade Shows on behalf or with a Salesperson |
| As Needed | 23. Must be able prepare and make power point presentations, poses computer skills |
| As Needed | 24. Help coordinate builder visits (name on sign, plant tours, reservations, directions, transportation from airport/hotel) |
| | 25. Educate yourself on all the products we offer and be able to speak knowledgeable about them with our customers |
| | 26. Be familiar with all processes of the Sales Department and be able to interact with other departments |
| | 27. Learn the program to be able to become a full time Account Manager |
| | 28. Respond to all internet inquiries |
| | 29. Review sales orders, release sales orders with all appropriate paperwork |