



## PERDANA UNIVERSITY

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### POSITION DESCRIPTION

Job Title : Internship for Marketing and Sales

Department/Branch : Marketing and Sales Department

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We are searching for a committed, deadline-driven Sales Intern to join our excellent Sales team. The Sales Intern will complete all tasks assigned by the Manager, which may include conducting market research, identifying business opportunities, managing email campaigns, generating sales leads, making cold calls, and assisting the Sales department wherever possible. You should be able to take instruction, but also work unsupervised when required.

### REQUIREMENTS :

- Working closely with the Manager or assigned staff member, and completing all allocated tasks.
- Conducting desktop research, or gathering information through surveys
- Telemarketing call to students and parents and convince them join the University.
- Updating documents and sales data.
- Reviewing calls performance against calls targets.
- Observing and carrying out sales processes.
- Identifying potential weaknesses and offering improvement suggestions.
- Assisting managers with negotiations.
- Keeping a log of everything learned and delivering presentations to staff and other stakeholders.

### Sales Intern Requirements:

- High school diploma or similar.
- Degree in Marketing, Business or similar may be required.
- Strong self-motivation.
- Ability to work alone or as part of a team.
- Proficiency in a foreign language would be advantageous.
- Ability to remain calm in fast-paced environments.
- Superb interpersonal skills.
- A professional appearance.

*This is not intended to be an exhaustive list of all duties and responsibilities. The internee may be required to carry out other duties and responsibilities as may reasonably be required to do so.*

**Application Procedure:**

- Please forward by email a letter of application clearly outlining your interest in and suitability for the post, a copy of your curriculum vitae and the contact details, including email address of three referees.
- Kindly forward the above details to [hrrecruitment@perdanauniversity.edu.my](mailto:hrrecruitment@perdanauniversity.edu.my)