

# Sales Operations Intern

## Jūsų užduotys

### HOW YOU WILL MAKE AN IMPACT

We are seeking a highly motivated Sales Operations Intern to join our dynamic team in Fairlawn, United States, for up to 12 consecutive months. This internship offers an excellent opportunity to gain hands-on experience in supporting sales processes, data collection, data analysis, and operational efficiency within a fast-paced business environment.

- Assist Project Manager in managing schedules, documentation, and updating project deliverables in our Customer Relationship Management (CRM) system- Salesforce
- Assist in planning activities, gain an understanding what we need to be prepared and consider risks along the progression of activities
- Support the sales team by preparing reports, presentations, and sales materials
- Help analyze sales data to interpret data, identify trends and opportunities for improvement
- Help evaluate sales data to ensure accuracy and make necessary changes if needed
- Collaborate with cross-functional teams to streamline sales processes
- Complete the tasks assigned by Sales Operations team and attend sales team meetings
- Assist in researching materials and preparing power point presentations - intern will learn how to summarize information and present to the sales operations team and sales leadership team
- Participate in the development and implementation of sales operations initiatives
- Assist in tracking key performance indicators (KPIs) and creating dashboards
- Support the maintenance of sales databases and ensure data accuracy
- Contribute to special projects as assigned by the Sales Operations team such as CES segment projects and Sales Operations internal procedures



Darbo ID  
**REF86727G**

Darbo sritis  
**Rinkodara ir pardavimas**

Vieta  
**Fairlawn**

Juridinis asmuo  
**ContiTech USA, Inc.**

## Reikalavimai

### WHAT YOU BRING TO THE ROLE

- Sophomore, Junior or Senior enrolled in a U.S. accredited degree program currently studying Business Administration, Marketing, or a related field
- Must have and maintain a minimum GPA of 2.8 or higher
- Proficiency in Microsoft Office Suite, with advanced Excel skills
- Able to work a minimum of 24 hours per week during normal business hours (Mon-Fri)
- Excellent communicator with effective written and verbal communication skills

- A strong team player with excellent analytical and problem-solving skills
- Ability to manage multiple tasks, prioritize effectively with eagerness to learn and adapt in a fast-paced sales environment
- Familiarity with CRM software, preferably Salesforce
- Proficient with Microsoft Office applications (PowerPoint, Excel, Word, Outlook, Teams)
- Legal Authorization to work in the US is required. We will not sponsor individuals for employment visas now or in the future for this job opening

The starting hourly rate for this position is as follows:

- Freshman: 16.00/hour
- Sophomore: 17.00/hour
- Junior: 19.00/hour
- Senior: 20.00/hour
- Master: 24.00/hour

## **Mes siŭlome**

### **THE PERKS**

- Flexible working hours and hybrid work arrangements.
- In-office work location: Fairlawn, OH.
- Ability to leverage a mentoring program that offers the chance to receive guidance and knowledge from seasoned colleagues in a close-knit environment.
- Work with an inspiring local team and collaborate with international Sales Operations team.

### **EEO-Statement:**

EEO / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations, including affirmative action responsibilities for qualified individuals with a disability and protected veterans, where they apply. To be considered, you must apply for a specific position for which Continental has a current posted job opening. Qualifying applications will be considered only for the specific opening(s) to which you apply. If you would like to be considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application process, please reply to [Careers@conti-na.com](mailto:Careers@conti-na.com) or contact US Recruiting at 248.393.5566. This telephone line and email address are reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other purposes, such as following up on an application or non-disability related technical issues, will not receive a call back.

**EEO-Statement:**

EEO / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations, including affirmative action responsibilities for qualified individuals with a disability and protected veterans, where they apply. To be considered, you must apply for a specific position for which Continental has a current posted job opening. Qualifying applications will be considered only for the specific opening(s) to which you apply. If you would like to be considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application process, please reply to [Careers@conti-na.com](mailto:Careers@conti-na.com) or contact US Recruiting at 800-821-2727. This telephone line and email address are reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other purposes, such as following up on an application or non-disability related technical issues, will not receive a call back.

Ready to drive with Continental? Take the first step and fill in the online application.

**Apie mus****THE COMPANY**

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent, and affordable solutions for vehicles, machines, traffic, and transportation. In 2023, Continental generated sales of €41.4 billion and currently employs around 200,000 people in 56 countries and markets.

ContiTech is one of the world's leading industry specialists. The Continental group sector offers its customers connected, environment-friendly, safe, and convenient industry and service solutions using a range of materials for off-highway applications, on rails and roads, in the air, under and above the ground, in industrial environments, for the food sector and the furniture industry. With about 42,000 employees in more than 40 countries and sales of some 6.8 billion euros (2023), the global industrial partner is active with core branches in Asia, Europe and North and South America.

Are you ready to shape the future with us?