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Sales Operations Intern

**WASHINGTON, DISTRICT OF COLUMBIA**

**SALES OPERATIONS**

**INTERNSHIP**

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**Sales Operations Intern**

Want to experience working at a leading business journalism organization collaborating directly with sales and operations leadership? Want to see your day to day work have a big impact on a

business’ success by helping a fast growing media company?

The Sales Operations Intern will be given significant responsibilities related to data management and process improvements, helping to drive success for team-wide initiatives. You’ll have the opportunity to learn the ins-and-outs of sales operations, grow strong problem solving skills and contribute to data quality efforts. This is a great opportunity to gain hands-on operations experience at a media company.

We are looking for a detail oriented and driven undergraduate student or recent graduate to complete a summer internship with the sales operations department. The right candidate will have an interest in sales, operations, and media and be able to start in May or early June.

**Responsibilities**

* + Work alongside the Sales Operations team to understand business processes and tools that support sales reps
  + Organize and improve sales documentation
  + Assist with data enrichment, cleansing, and deduplication within the CRM
  + Learn and manage the weekly advertising results process
  + Create a system for optimizing sales collateral in the Sales Engagement Platform

**You will have the opportunity to work with and learn the following platforms:**

* + Salesforce (CRM)
  + Outreach (Sales Engagement Platform)
  + Sailthru (Email Marketing)
  + DiscoverOrg (Marketing Intelligence)
  + PandaDoc (Document Automation Software), and other company created tools.

**What can you bring to the table:**

* + Recent graduate or undergraduate at a junior or senior level pursuing a degree in Business, Communications, Marketing, or other related degree.
  + Passionate about process and systems improvement
  + Working knowledge of Microsoft Excel
  + Strong communication skills
  + Ability to multitask using superior time-management and organizational skills

*Industry Dive is an equal opportunity employer and we strongly encourage people of color, LGBTQIA individuals, veterans, parents, and individuals with disabilities to apply.*

*If you feel comfortable doing so please feel free to note which pronouns you use in your application (for example - she/her/hers, he/him/his, they/them/theirs, ze/zir/zirs, etc.)*

**About Industry Dive**

Industry Dive was founded in 2012 to provide business leaders with the information they need to move industries forward. Since then, we have become one of the business world's fastest-growing providers of journalism, providing news and exclusive insights to 7+ million decision-makers in 16 different markets. Our team of reporters, editors, designers, and marketers help inform and connect the most competitive industries. Our insights spark innovation, fuel growth and shape agendas in every industry we cover.

Our office is a place where you work hard on clear monthly goals, have your voice heard, and shape the future of a growing media business. Located in the heart of Washington DC, our workspace boasts a lot of perks – whiteboard walls, treadmill desks, and a dedicated quiet room.

Industry Dive was selected as a "Best Place to Work" by the Washington Post in 2017 and 2018 and by the Washington Business Journal in 2015, 2016 and 2017.