



## Summer Internship Sales Department

Be a part of an exciting and dynamic environment. SpaceBound, Inc. is a global distributor of hardware, electronics, software, office supplies & equipment, tech gadgets, peripherals, accessories, and much more.

**Location:** LaGrange, Ohio - (No Rush-Hour Traffic from any Location!) 20-minutes from the following locations: Hopkins Airport, Avon, Elyria, Medina, North Olmsted, North Ridgeville, and Brunswick. It is 45-minutes from Lakewood and Sandusky.

**Availability:** Beginning in Late May through September, 2014

**Paid Internship:** The internship will be based at minimum wage.

### **Possible Responsibilities and Projects:**

- Test new strategies to increase revenue and profitability
- Work with Manufacturer Management Team to assist in managing data related to promotions, rebates, and incentives
- Contact customers to discuss their needs, get feedback on our service
- Online Deal Registration for multiple manufacturers

**Requirements:** This is an office position. Candidate must display a high level of proficiency in all of the following:

- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Microsoft PowerPoint
- Google Search Techniques
- Type by Touch 50 wpm minimum
- Professional Phone Skills
- Professional Writing Skills (E-mails, Reports, etc.)
- Ability to constantly multi-task
- Enthusiastic Demeanor
- 2-3 years of experience using Social Media with active experience using: blogs, bookmarking sites, and video sites
- Experience using Facebook, Twitter and YouTube is a must
- Familiarity with Pinterest, TumbelUpon, Digg, Delicio.us, Squidoo, and Technorati are a plus
- Knowledge of Search Engine Optimization (SEO) a plus

**Environment:** All the Spring Water and Candy you can eat, Onsite Exercise Room & Shower, Basketball Hoop. New Corporate Headquarters built in 2007. Casual Work Environment where individuals are truly self-empowered and work as a cohesive team, ascribing to the values of Servant Leadership.

**Company Profile:** Founded in 1987, SpaceBound is a privately held Company, offering a cohesive environment that embraces cutting-edge technologies. Our continued growth is a direct result of a performance-driven atmosphere that rewards initiative, creativity, and a commitment to excellence.

**Please send your resume to:** [EmploymentSLS@SpaceBound.com](mailto:EmploymentSLS@SpaceBound.com)

Please put "Sales Department Summer Internship" in the subject line of your e-mail.

All qualified candidates will receive consideration without regard to race, color, religion, sex, or national origin. We take affirmative action to interview qualified candidates who are disabled veterans, recently separated veterans, Armed Forces service medal veterans, and other protected veterans. We take affirmative action to interview candidates with disabilities without discrimination based upon their physical or mental disability in all practices.