



Employer Name: TransPerfect

Position Title: Intern-Sales

Location - City, State: New York City, New York

Industry: Management Consulting

Job Description:

- Research prospective clients through several strategies including: internet, trade show lists, referrals, yellow pages, various professional directories, etc.
 - Create accurate spreadsheets of prospective client data and manage leads database
 - Assist in business development activities – i.e. direct mailings, cold calls, preparing for conferences/tradeshows, etc.
 - Collaborate with the Product Management Team to ensure timeliness and quality of work to clients
 - Represent TransPerfect Translations to all existing contacts to best create a positive brand and generate interest through ‘word of mouth’ marketing strategies
 - Research the translation industry become knowledgeable about including industry leaders, competitive data, proposal formats, competitive rate structures, and marketing strategies
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- Excellent English communication (written and verbal) skills
 - Exceptional problem solving and analytical skills
 - Strong interpersonal skills
 - Self motivated, responsible, works well under pressure
 - Strong phone skills
 - Effective time management
 - Writing sample must be clear, concise, contain no errors, and written smoothly

Duration: Temporary / Seasonal

Job Functions: Sales

Employer Description: For more than 20 years, TransPerfect has provided comprehensive language and technology solutions to help our clients communicate and conduct business more effectively in a global marketplace. Equipped with a quality management system certified to both the ISO 9001:2015 and ISO 17100:2015 standards, TransPerfect provides a full array of language and business support services, including translation, interpretation, multicultural marketing, website globalization, subtitling, voiceovers, staffing services, e-learning and training, and legal support services. TransPerfect also offers a suite of next-generation technologies that significantly reduce costs and improve consistency throughout the translation process, making TransPerfect the vendor of choice for the world's leading multinationals. With annual revenues of over \$550 million, TransPerfect is the world's largest privately held provider of language services and technology solutions. From offices in more than 90 cities on six continents, TransPerfect offers a full range of services in 170+ languages to clients worldwide. With an unparalleled commitment to quality and client service, TransPerfect is fully ISO 9001 and ISO 17100 certified. TransPerfect has global headquarters in New York, with regional headquarters in London and Hong Kong.

Employer Locations: New York City, New York



Allowed School Years: Junior

Allowed Majors: All majors allowed

Work Authorization Requirements: US work authorization is required