Sales & Marketing Associate Intern

Location:
Walla Walla, WA United States

About Vivo Technologies:
Vivio Technologies is the world leader in ColdFusion VPS Hosting, Managed VPS Hosting, Dedicated Servers, and Secure High-Availability Server Clusters.

Vivio was founded by people who love technology and believe in Christian principles; we believe it is one of our purposes and responsibilities to help our fellow men and women in any way we're able. By doing business with Vivio, not only will you be working with a company that is dedicated to making your life easier, but also dedicated to improving the quality of life for everyone.

Job Description:
Vivio Technologies is seeking a self-motivated individual with outstanding written and verbal communication skills, a passion for helping others, and the ability to create and strengthen professional, mutually-beneficial relationships to join our team as an on-site Sales & Marketing Associate Intern.

As a member of the Sales department, duties include providing service quotes to current and potential clients, assisting clients in placing orders for services and helping ensure all sales have been completed and are billed correctly.

As a member of the Marketing department, duties include creating interesting, useful, engaging, exciting, and thought-provoking content for blog posts, social media, knowledge-base articles, and other relevant marketing outlets. In addition, this individual will research and propose new approaches for Vivio to reach out, build relationships, and promote our services to new clients.

Essential Functions:
• Utilize written and verbal communication to create service quotes for Vivio’s current and potential clients
• Assist in ensuring that services are both created and billed correctly
• Process orders for standardized services such as domain names and SSL certificates
• Create interesting, engaging, and thought-provoking content for Vivio’s social media streams, blog, and other content marketing outlets

Educational Benefits to be Derived by Students in this Job:
• Real-world Sales and Marketing experience
• Learn and develop skills in Sales and Marketing

Minimum Qualifications:
• Must speak and write English fluently and professionally
• Must have the ability to learn quickly and work independently
• Must have the ability to remain friendly and professional at all times
• Must possess an enthusiastic passion for helping others
• Must have regular, dependable attendance and punctuality
• Must be able to have a flexible schedule based on the needs of the customers
• Must be flexible performing tasks that may not be part of the core job description (i.e., sending out seasonal greetings cards, or other promotional/marketing efforts)
Beneficial Attributes:
- A related college degree (in progress) or previous experience in sales, marketing, accounting, customer service, cashier, or similar field
- Basic understanding of how computers work (we are willing to provide additional training)
- Basic understanding of how the Internet works (we are willing to provide additional training)
- Additional foreign language skills would be helpful as Vivio has clients all over the world.

Pay Range:
- $12.00 to $15.00

How to Apply:
- Email cover letter, resume, and availability to Mark Keymer, COO at mark@viviotech.net
- Please note if you are Washington State Work-Study eligible in your cover letter.