

Job Title: Summer Sales Intern
Department: Outside Sales
Group: Sales
Reports To: Jeremy Chou
Office Location: Taipei, Taiwan

Role Overview: As a Summer Sales Intern, you will play a crucial role in supporting our sales/ marketing team efforts and gaining valuable hands-on experience in the dynamic field of library and information science.

Primary Responsibilities:

1. **Market Research:** Conducting thorough research on libraries, educational institutions, and other relevant organizations to identify potential leads and market opportunities.
2. **Lead Generation:** Assisting in the generation of leads by researching contact information for key decision-makers within target organizations and compiling comprehensive lists for follow-up.
3. **Sales Support:** Providing support to the sales team by preparing sales presentations, crafting compelling marketing materials, and assisting with product demonstrations or webinars for potential clients.
4. **Collaboration:** Collaborating closely with colleagues from various departments, including marketing, to ensure alignment on sales strategies and messaging.
5. **Professional Development:** Actively participating in sales/ marketing outreaches, exhibitions, and learning opportunities to enhance your understanding of sales techniques, the library and information science industry, and our products/services.
6. **Feedback Collection:** Soliciting feedback from customers and prospects to gain insights into their needs, preferences, and pain points, and relaying this information to the sales and product development teams for continuous improvement.

Required Qualifications:

1. **Excellent communication skills as Team player:** Strong verbal and written communication skills are essential for effectively engaging with team members. Ability to collaborate effectively with colleagues from various departments and contribute to a positive team environment. Candidates should be willing to share ideas, provide support to team members, and work towards common goals.
2. **Research skills:** Demonstrated ability to conduct thorough market research and identify relevant information using online databases, library catalogs, and other resources.
3. **Attention to detail:** Accurate data entry and meticulous attention to detail are critical for maintaining high-quality records, generating reports, and ensuring the integrity of sales data.
4. **Analytical skills:** Basic proficiency in data analysis using tools such as Microsoft Office applications: Excel, PowerPoint. Candidates should be able to analyze sales data, identify trends, and draw actionable insights to support decision-making.
5. **Time management:** Strong organizational skills and the ability to manage multiple tasks simultaneously while meeting deadlines. Candidates should be able to prioritize tasks effectively and adapt to changing priorities as needed.
6. **Proactive attitude:** A proactive and self-motivated approach to learning and problem-solving. Candidates should demonstrate initiative, curiosity, and a willingness to take on new challenges and responsibilities.

This is an unpaid position designed to provide real-world experience for students interested in the field of Library and Information Science, and a chance to apply their academic knowledge in a practical setting then offers a unique opportunity to gain practical pre-sales (Outside/ Inside) experience, working alongside industry experts and contributing to our mission of empowering organizations with innovative solutions. You will be mentored and supported throughout the internship, EBSCO values our interns, and see this as an excellent steppingstone into a career within the library technology industry.