

JOB DESCRIPTION

Position Title	Department	Reports to
Sales Development Representative	Sales & Marketing	Sales Manager
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	8/28/19

POSITION SUMMARY

Compass ITC SDRs will conduct high-level phone and email introduction conversations with IT Professionals introducing Compass. When a prospect has a challenge that we solve, the SDR schedules a “discovery call” with our in-house product experts. A typical workday is comprised of phone calls, potential email communications, discovery calls and reporting. The marketing team supplies the SDR with leads that have requested information and provides various internet-based research tools for additional prospecting.

This is a part-time position that pays an hourly rate of \$11 plus monthly and quarterly bonuses based on achieving performance goals. It requires attendance at our North Providence office. The SDR position has advancement potential within the sales and marketing departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Compass IT Compliance is a leading IT Compliance, Audit and Security services organization based in North Providence. Compass offers a high energy and fast-moving environment with a focus on customer satisfaction. This internship would involve assisting with IT Security Sales development, research and support. Some tasks would include:

- Sales-contact potential customers to evaluate their current and future IT security needs; make appointments for management to assess organization’s specific needs;
- Marketing-inviting people to our educational webinars
- Research-internet research of changing regulations in IT security including state/national laws; research state regulations that delineate processes needed to bid on municipal projects; research current incidents, security breaches, Cybersecurity issues; research industry regulations that govern our clients including healthcare, banking, merchants and higher education
- Communication-set up interdepartmental channels to educate and keep company employees abreast of relevant information

Our ideal candidate is a self-motivated team player with high social intelligence and a natural inclination for selling. She/he is very driven and can show evidence that they thrive in a competitive, merit-based environment. This individual also values networking and the benefits of being part of an agile, growing team. Above all, Compass IT Compliance is looking for a high-integrity, customer-focused team member that gets results.

College students looking for real world experience will benefit from this internship with a growing, well-respected IT firm.

The position is for 15-20 hours a week at an hourly rate \$11. Interns performing sales development have the opportunity to earn commission.

Job Type: Internship

Wage: \$11.00 /hour

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Zero to three years at a business-to-business organization in a Sales Development role – college students and recent graduates are welcome
- High school degree or equivalent; must be enrolled in an accredited university/college program to receive credit
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Must be 18 years of age
- Excellent written and verbal communication skills
- Excellent instincts for conversing with risk and compliance executives and the ability to think on the fly
- Strong work ethic – willing to learn about Compass IT Compliance services and how they solve our customers’ challenges
- Fluency in English, along with excellent phone skills, phone etiquette, written and oral communication skills
- Technology literacy – Comfort with Microsoft Windows, Microsoft Office, Web Browsers, Email, etc. BA/BS degree a plus
- Self-directed and able to work without supervision
- Energetic and eager to tackle new projects and ideas

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

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