

<b>Job Title</b>	Sales Intern
<b>Job details</b>	6 months internship
<b>Location</b>	Vimercate (MB) – Office based role
<b>Department</b>	Sales
<b>Direct Manager/Tutor</b>	Account Sales Executive

#### Job Purpose and activities

Support our sales department in day-to-day business activities, such as:

- Support in order processing, quotations, and sales documentation
- Support in coordinating communication between customers and internal departments (logistics, service, engineering)
- Assist with internal reporting and data analysis, support and update customer records in CRM systems
- Prepare presentations, meeting materials, and follow-up documentation
- Monitor delivery schedules and handle basic logistics coordination
- Provide administrative support on daily activities

#### General requirements & expectations

- University degree in economics/business Organization/Business Administration or any related field
- Previous brief experience in a similar role, ideally in an international or high-tech company would be a plus
- Attention to detail, organizational and time-management skills
- Proficiency in Italian and English language (Japanese is a plus)
- Good skills in MS Office (Excel, PowerPoint, Outlook); knowledge of SAP/CRM is a plus
- Team spirit, and customer-oriented mindset
- Under supervision /support from senior colleagues promotes TEL products & develops understanding of basic sales process.
- Demonstrates curiosity and a strong motivation to learn
- Willingness to learn how to develop customer relationships and internal TEL relationships
- Accountability - Self-motivated