



**WORLD TRADE CENTER®**  
**ST. LOUIS**

## Internship

### **POSITION TITLE: Sales and Development Assistant**

This internship offers hands-on experience in assisting the Director of Business Development expand the WTC's client base by identifying new prospects, attending business meetings and assisting with administrative details. Client site visits and the opportunity to present findings to clients also are provided in the internships. The intern must be a self-starting individual, comfortable working on his/her own. Interns enjoy complimentary access to all WORLD TRADE CENTER *Saint Louis* award-winning seminars, events and workshops to increase international understanding. Please note, internships are unpaid.

### **POSITION DESCRIPTION:**

- ▶ **Support** the Director of Business Development in identifying prospects for WTC clientship.
- ▶ **Utilize** in-house and outside resources to assist the Director of Business Development in developing marketing plans for acquiring new clients.
- ▶ **Assist** in sales presentations to prospect companies.
- ▶ **Produce** billing letters and invoices to clients up for renewal of their clientship.
- ▶ **Compile** follow-up packets to clients who have renewed their annual retainers.
- ▶ **Assist** with responses to foreign business inquiries. This includes generating company contact lists or assisting with setting up of business appointments.
- ▶ **Perform** front desk responsibilities as requested. Duties include greeting clients/tenants, answering phones, opening mail, etc.
- ▶ **Perform** other duties as assigned, including assisting with programs, mailers, and setting up conference rooms, etc.

### **EXPECTATIONS:**

- ▶ **Commitment** - Make a commitment of working 15 - 20 hours per week. Opportunities available for extended internship.
- ▶ **Confidentiality** - Maintain confidentiality on all projects worked. Statement of confidentiality must be signed.
- ▶ **Good Attendance** - Adhere to mutually agreed upon schedule.