



Council for Educational Travel USA

Trainee/Internship Program Offer

(10787) Sales Coordinator Program – New York, NY



Program Duration: 12 months

Compensation: \$26.00 per hour

Hours: 32-40 hours per week

Housing: Not Provided

Number of Position Offered: 1

Host Company Description:

This Brooklyn-based host company is a real estate development and investment firm that creates eco-friendly residential, retail, industrial, and hospitality projects. They are committed to building a company culture centered around inclusion, equity, and sustainability. Brooklyn is a bustling borough of New York City, with museums, unique restaurants, and nightlife, and is a subway ride away from Manhattan's sights and sounds.

Program Description:

- Develop growth strategies, focusing on financial gain and customer satisfaction
- Identify new markets and customer needs and use all available avenues to generate new leads
- Address/predict clients' objectives, and manage online and digital presence
- Maintain records of sales, revenue, invoices, etc., and build long-term relationships with clients
- Accounts receivable: invoice accounts, maintain files, provide follow up, and conduct collections calls as needed

Applicant Qualifications:

- To apply for the **Internship** program, applicants must be full-time university students with academic focus in **Business / Hospitality** studies OR have graduated less than 12 months from the internship begin date.
- To for the **Trainee** program, applicants must have either a degree or professional certificate from a foreign post-secondary academic institution and at least 1 year of prior related work experience in the **Business / Hospitality** field acquired outside the United States, OR 5+ years of experience in this field.
- Excellent English communication skills (writing, reading, speaking, etc.) and the ability to collaborate with others and work independently

How to Apply:

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title