

## **Job Opening – Inside Sales Intern**

### **Who We Are:**

Western Filament is a leading textile manufacturer, producing products for the Aerospace, Automotive, Medical, Industrial, and Recreational markets. Since 1938, we have supplied world-renowned companies whose products range from inside the human body to the far reaches of outer space. As a family-owned company, we take pride in designing and manufacturing world-class products right here in Grand Junction, CO. With our collaborative approach to overcoming challenges and growing our business, this is an excellent opportunity for an intern to gain hands-on experience in a dynamic sales environment.

### **Position Overview:**

The Inside Sales Intern will support the sales team in various tasks, including customer communication and data analysis. This role provides an excellent opportunity to develop professional sales and business skills while contributing to a growing company.

### **Responsibilities:**

- Assist in preparing and following up on verbal and written customer quotations.
- Support the sales team by answering calls and processing sales orders.
- Help analyze customer, product, and sales data using spreadsheets.
- Collaborate with internal departments, such as Production, Quality, IT, and Engineering, to support customer needs.
- Provide customer support by addressing inquiries and technical questions.
- Manage incoming emails, respond promptly, and distribute messages as needed.
- Conduct research to identify potential customers and generate leads.
- Contribute ideas for improving sales processes and customer engagement.

### **Qualifications:**

- Currently pursuing or recently completed a Bachelor's degree in Business, Marketing, Communications, or a related field.
- Strong communication skills (verbal and written).
- Ability to work collaboratively within a team and interact professionally with various departments.

- Excellent organizational skills and attention to detail.
- Problem-solving mindset and willingness to take initiative.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Familiarity with ERP systems is a plus but not required.
- Positive attitude and eagerness to learn in a professional setting.

**Internship Benefits:**

- Hands-on experience in a manufacturing sales environment.
- Mentorship and training from experienced sales professionals.
- Potential for future employment opportunities based on performance.
- Flexible scheduling to accommodate academic commitments.

**Equal Opportunity Employer:**

Western Filament is an equal-opportunity employer. We welcome diversity and are committed to the fair treatment of all employees without regard to race, national origin, religion, gender, age, sexual orientation, veteran status, physical or mental disability, or any other protected status under applicable law.

**Compensation:**

Hourly wage based on experience and qualifications.