BUSINESS OPERATIONS INTERN

ABOUT THE COMPANY
Persistent Systems is a growing business that develops Mobile Ad hoc Networking (MANET) wireless radio systems for US Government and commercial applications. The radios are typically worn on the person, mounted to manned vehicles, integrated into autonomous unmanned vehicles, or installed at fixed sites. The systems provide on-the-move data, voice, video, and situational awareness capability. Located in the heart of New York City, Persistent Systems is an exciting company that is passionate about delivering cutting edge products.

JOB DESCRIPTION
We are looking for a Business Operations Intern who will oversee the day-to-day activities of the Vice President of Business Development. The main responsibility of this position is becoming the liaison between the Sales Team and the VP of Business Development. This position will also be responsible for keeping records on the operations of the sales team and communicating that to the VP. In addition he or she will be required to keep all company databases, including Salesforce.com up to date. It is necessary for this person to keep accurate records and produce reports on the weekly activity of the Sales Team through Salesforce.com. The ideal candidate should be organized, a planner, a self-starter, with the ability to operate in a dynamic environment. Additionally, the applicant must possess the ability to work well with others as they will be working in a team environment.

POSITION RESPONSIBILITIES
• Be the liaison between VP of Business Development and the Sales Team
• Researching business leads and market development
• Preparation of weekly sales meeting minutes and any follow up actions
• Maintenance of Salesforce.com customer relationship management tool
• Answering Sales Phone and communicating with customers
• Conduct Sales & Marketing research & analysis

INTERN BENEFITS
Persistent Systems offers competitive compensation for this internship. You’ll also be able to participate in cool perks including company-wide team lunches, social events, and sports teams.

APPLY
Please send a resume and cover letter to jobs@persistentsystems.com.