



## **Sales Department Internship Family Tree Farms: Summer 2019**

### **INTERNSHIP SUMMARY**

Family Tree Farms is looking for a Sales Intern for the 2019 summer season. This position is located in Reedley, California and reports directly to the Sales Manager. The Sales Intern will assist team members on various daily tasks and projects and must be able to attend various events as required below. This is a great opportunity to learn about the fresh produce industry.

### **DESIRED QUALIFICATIONS**

- Student must be a junior or senior enrolled in an Undergraduate or Graduate degree program
- Excellent interpersonal, written communication skills and computer proficiency
- Strong Microsoft Word, Excel and PowerPoint skills
- Ability to work with peers and other functional groups as a team
- Confident verbal and written communication skills for interacting internal and external company
- Experience in agriculture is a plus but not required

### **WORK SCHEDULE, TRAVEL AND HOUSING REQUIREMENTS**

- Summer 2019 May/June-August/September with potential for a continued part time internship through fall.
- Hours vary 6:30 A.M.-3:30 P.M. Flexibility with work schedule is a must.
- Requires local area travel, personal use of a vehicle; must have valid drivers licenses and be insured. Work-related mileage will be reimbursed.
- Must seek own housing.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Sales order entry
- Assist sales staff
- Assist in coordination of order fulfillment with shipping
- Shipping dock quality control and assisting fruit inspectors

### **Event Support- Required to be available during these dates**

- Flavor Tech University June 17-26
- Hosting customer tours: early morning set up for customer meetings

### **Special Potential Projects**

- Customer product samples
- Data base entry
- Assist Marketing, Food Safety & Accounting
- Other duties and tasks assigned

### **APPLICATIONS**

Please send resume and cover letter to [INTERNSHIP@FAMILYTREEFARMS.COM](mailto:INTERNSHIP@FAMILYTREEFARMS.COM)

(SUBJECT: SALES INTERN – INTERNSHIP PROGRAM) Qualified candidates will be contacted for interviews.

**\* Internship will be paid a competitive rate based on experience**