



1911 MINERAL COURT  
BAKERSFIELD, CA 93308  
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WWW.SSECINC.COM

## CONTRACT INSIDE SALES INTERN

Sierra School Equipment Company (SSEC) is looking for a successful candidate to fill the role as Contract Inside Sales Intern as outlined below. SSEC is a furniture dealership with a customer base which includes Education (K-12 and Higher Ed), Healthcare, Businesses, Banks, and Municipalities throughout California and Nevada.

**SUMMARY:** This role will focus on developing new leads for the Contract side of Sierra's business. This would entail research on Dodge website, customer websites, as well as reaching out to General Contractors and Architects. This individual is responsible for participating in the Construction Sales process in order to provide quality information and follow up through clear communication and coordination.

**COMPENSATION:** Hourly, competitive based on experience

**DESCRIPTION:**

We are looking for a Inside Sales Intern to help us grow the Construction Contract Sales portion of our business. This role will play a key role in helping us win new construction contract projects across the in California and Nevada.

The person in this role will work closely with our Project Estimator and our Sales Team to identify potential leads, contact architects and owners to inform them of our products and services, and schedule meetings with architects and owners with our Project Estimator and Sales Team.

This role will provide the intern an opportunity to learn about various architectural specialty products such as Auditorium Seating, Lecture Room Seating, Lockers, Bleachers, and much more. The person in this role will receive general sales experience and specific experience related to construction contract sales and the bidding of public works projects.

**RESPONSIBILITIES:**

- Review construction bid websites every day for new Projects and Updates
- Identify projects of potential interest
- Make the initial contact with the Owner, Architect, or General Contractor to gather initial project details
- If project is a true lead Notify Project Estimator and SSEC Account Rep



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- Create folder in Lead Prospect by County
- Create the CORE CRM Opportunity
- Create Outlook Folder in Public Folders – Prospect
- Download and Save all relevant Bid Documents, Specs, Plans, and Addenda
- File all emails appropriately
- Connect the Account Representative and Tony Hellus with the contact at the Architect, Owner, and/or General Contractor
  - In the email, let the contact know that the SSEC Sales Rep would be in touch
- Follow up on potential leads that have not responded to initial request

#### QUALIFICATIONS:

- Current college student pursuing an associate or bachelor's degree in Construction Management, Civil Engineering, or Architecture is preferred, but not required
- Ability to work between 15 and 20 hours per week, 3-4 days a week
- Familiar with Adobe Acrobat, and MS Office; Outlook, Word, Excel
- Multitasking with ability to keep numerous projects in motion
- Keen attention to details
- Can work independently as well as be a team player
- Strong organizational skills
- Strong written and verbal communication skills

#### LOCATION:

- Bakersfield, California

Interested persons can send a resume to [jobs@ssecinc.com](mailto:jobs@ssecinc.com).