



TITLE:

Product Management – Intern

SUMMARY:

This internship position is primarily responsible for work with the Product Management team provide analytical and sales support.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Drafts and sends renewal letters
- Analyzes current customer service base (PL/SONET)
- Analyzes current service base (PL/SONET)
- Analyzes data reporting and metrics and compares to goals; performs detailed analyses of actual performance.
- Provides sales and customer support.
- Verifies sales data accuracy and completion, and routinely interacts with Sales, Finance, Accounting, and Operations in order to improve or update data

REQUIRED SKILLS:

To perform this job successfully, an individual should have knowledge of: Database Software (Access); Spreadsheet Software (Excel); Word Processing Software (Word); Presentation Software (Power Point).

OTHER SKILLS AND ABILITIES:

- Requires good critical thinking and interpersonal skills
- Knowledge of office software, organizational abilities and strong attention to detail
- Have excellent organizational, verbal and written communication skills.
- Must have a professional, outgoing, customer-service oriented manner.
- Ability to interact with a variety of people, and remain calm and professional in stressful situations.
- Must be friendly, courteous, flexible and enjoy working with a variety of staff and guests.
- Must possess working knowledge of computers and software (Microsoft Office).
- Must be detail-oriented and work effectively under pressure while meeting all applicable deadlines.
- Must be able to work independently and productively with minimum supervision; work well under pressure; able to manage multiple projects.

To apply, send resume and cover letter to: Jobs@Zayo.com Please reference the position title