



**TITLE:**

Sales Admin Support – Intern

**SUMMARY:**

This internship position is primarily responsible for providing sales support, including analysis, reporting and administrative support, to a busy sales team. Ideal candidate will have experience with Google Earth, Excel and databases.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Operational / Analytical support for sales team
- Assists with the development of complex solutions to Zayo's customers
- Assists with the creation of mechanisms to increase solution engineer's efficiency and productivity
- Prepares data analysis, metrics reporting and sales process documentation
- Development and maintenance of performance metrics, sales productivity tracking and data mining to understand key trends

**REQUIRED SKILLS:**

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

**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.
- Ability to interact with a variety of people, and remain calm and professional in stressful situations.
- 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, submit cover letter and resume to: [Jobs@Zayo.com](mailto:Jobs@Zayo.com)

Please reference the title