

Title: Marketing & Sales Intern

JOB SUMMARY:

TCG Consulting, a leading twenty-four year (Inc. 5000 and Consulting Magazine Top Growth Company) global advisory and management services leader for travel, meetings, payment & expense is seeking to identify a Marketing and Sales Intern. The ideal candidate will possess a desire to learn more (or expand upon a foundation) about business development within the professional services and consulting industry. A narrower career focus within travel and expense industry is preferred but not required.

KEY RESPONSIBILITIES:

- Contribute to the overall achievement of TCG established business development goals
- Attend and participate in marketing and sales meetings
- Assist with business development and industry research (for client meetings, prospect qualification, client satisfaction interviews, proposals and conferences)
- Support TCG customer relationship management (CRM) database updates and maintenance
- Learn TCG best practices, templates and styles to support review of deliverables and consistency with company standards
- Proactively seek out additional projects and opportunities to advance knowledge and skills
- Provide general administrative and other support to marketing and business development teams as needed

BASIC QUALIFICATIONS & SKILL SETS:

- Current/Active college enrollment with a desired career path in business marketing, sales, administration, etc.
- Previous experience (or foundational understanding) with professional services and consulting
- Proficient level skills in MS Office Suite, especially Word, PowerPoint and Excel
- Graphic design experience is viewed as beneficial but not required
- Attention to detail, formatting, precision and accuracy
- Strong organizational skills
- Proactive and self-motivated individual with an appetite to learn, grow and contribute