

**Company/Organization:**

Varda Partners (<http://vardapartners.com/>)

Position:

Sales Coordinator Intern

Company/Organization Overview:

Varda Partners is a growth stage digital marketing, sales and e-commerce firm located in South Charlotte. Varda works closely with its partner companies to drive sales of their products and services via online marketing channels, deep data analytics and proven sales optimization strategies. Its leadership team includes senior executives formerly of Red Ventures as well as a Providence Day School alumni parent.

Internship Overview:

We are seeking a Sales Coordinator Intern to assist us in our sales, operations and customer service efforts for our auto transport brokerage business. You will work closely with our Sales Manager and other members of our sales and operations team to optimize our sales and fulfillment processes. This work will include talking to customers and vendors about our services, evaluating vendors' capabilities, analyzing ours and our vendors' performance against expectations and much more. The Sales Coordinator should expect to spend significant time on the phone with our customers and carrier partners.

If you are looking for an opportunity to learn quickly and contribute immediately, this position will be appealing to you. Expect to work with and learn from experienced professionals and be given responsibility over projects very quickly.

In general, we look for people to join our team who are self-driven, smart, persistent, creative, dependable, and eager to grow in responsibility. Strong interpersonal and conversational skills are a must.

Timeframe and Hours:

The Sales Coordinator Intern is a full time, summer position. We expect a minimum 12-week commitment that we can determine together based on the candidate's schedule. Daily hours will be discussed, but we understand the need for an occasional summer fun 3-day weekend.

Compensation:

\$400 per week

Qualifications:

- Excellent academic achievements.

- Strong interest in learning about the sales and operations functions.
- Experience with customer relationship management (CRM) systems and Microsoft and Google software suites a plus.
- Superior project management skills. Able to take ownership and drive several projects simultaneously.

**Please submit your resume to Steve Bondurant '98 at
steve.bondurant@providenceday.org or call 704-887-6039 with questions.**