



Factor Group LLC
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JOB OVERVIEW

JOB TITLE:	Intern
DEPARTMENT:	Sales
REPORTS TO:	Sales & Marketing Director
COMPANY:	Factor Group LLC.
LOCATION:	Coral Gables, Florida 33134
BASE PAY:	N/a
EMPLOYEE TYPE:	Intern
INDUSTRY:	Factoring
MANAGES OTHERS:	No
TRAVEL:	no

JOB DESCRIPTION:

Summary:

Assist Business Development Officers (BDO) by carrying direct marketing and sales activities.

Essential duties and responsibilities:

- Assist BDO in targeting new customers and maintain existing ones through planned individual account support.
- Jointly with BDO provides preliminary financial analysis to underwriting department
- Respond to and follow up sales inquiries by post, telephone, and personal visits.
- Observe market and competitive environment, researching, analyzing and monitoring financial, technological and demographic variables so that market opportunities may be capitalized on and the effects of competitive activity may be minimized
- Maintain customer and prospect database (ACT)
- Attend trainings and develop relevant knowledge and skills.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactory.

- Enrolled in Business Administration or finance program.
- Ability to read, analyze and interpret financial reports and legal documents.

- Ability to work with multiple companies and understand their individual motivations and interests.
- Ability to respond to common inquiries or complaints from clients and/or customers, regulatory agencies or members of the business community in both Spanish and English.
- Ability to define problems, collect data, establish facts, draw valid conclusions and detect market opportunities.
- Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.
- Goal oriented