

INTERNSHIP



Organization: Next Dimension Sales

Job Title: Sales Admin

Job Description:

- Support Sales and sales admin team with various projects

Qualifications/Requirements:

- Internet Search
- Social Media
- Basic Excel
- Basic Powerpoint

Hours: 10-15 hours a week

Specific Days: Monday-Thursday

Wage: Unpaid

Training: Sales & Marketing experience

Time Period: 2 Semesters

Contact: Las Positas Internship Coordinator
Leslie Gravino @ (925) 424-1876