**Job Description:** Sales Operations Intern (Botkins, OH)

**Reports to:** Sales Operations Specialist

**Direct Reports:** None

**KEI Employment Requirements**
- Safety is everyone’s responsibility. All Employees shall observe and enforce our KEI safety policy and procedures.
- Achieve and exceed established Standards for Health & Safety, First Time Quality, Productivity and Customer Satisfaction.
- Identify and drive the elimination of waste within our business practices and value streams.

**Duties**
- Maintain customer profiles, account details, and system reports.
- Provide 1:1 training of Salesforce based CRM for Customer Account Managers and Optimization Specialists.
- Perform data analysis using Microsoft Suite, CDK, and Salesforce platforms.
- Assist the Ag Leadership team on assigned projects to improve efficiency, opportunities, and organization.
- Support sales leadership with internal/external meeting prep, clinics, and other scheduled events.
- Assist with development and leadership of internal training sessions.
- Develop relationships within the organization to gauge departmental needs and develop creative solutions.
- Assist with inventory tracking and management systems.
- Other duties as assigned in alignment with this defined role.

**Skills and Aptitudes**
- Actively engaged in the completion of an undergraduate program working towards a bachelor’s degree in Business and/or Agriculture (Agribusiness, Management, Finance, Administration, or related field)
- Advanced Microsoft Office and Salesforce experience preferred.
- Excellent verbal and written communication skills and ability to engage individually or in a group presentation.
- Team oriented.
- Drivers’ license and clean driving record.