



## **Business Development Intern (Sales)**

### **Job Summary:**

Trivecta Digital Solutions is seeking a motivated and detail-oriented Sales Intern to join our dynamic team. This role is ideal for someone eager to learn and gain hands-on experience in sales operations within a global organization.

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### **Job Responsibilities:**

- Support the sales team in day-to-day activities, including preparing quotations processing orders, and maintaining customer records
  - Assist in market research and competitor analysis to identify new business opportunities
  - Coordinate with internal departments (logistics, finance, technical) to ensure smooth order fulfillment
  - Prepare sales reports and presentations for internal and external stakeholders
  - Participate in customer communication, including responding to inquiries and following up on leads
  - Contribute to special projects aimed at improving sales processes and customer engagement
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### **Required Skills & Qualifications :**

- Bachelor's degree in Business, Marketing, Commerce, Engineering, or a related field
  - Strong passion for sales and customer engagement
  - Previous internship or part-time experience in sales or customer service is a plus but not required
  - Proficient in Microsoft Office (Excel, PowerPoint, Word); familiarity with CRM system is an advantage
  - Excellent verbal and written communication skill
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### **Preferred Skills (Nice to Have) :**

- Understanding of **SaaS products and technology solutions**

- Exposure to **multiple industries** and business models
  - Interest in using **AI tools** for sales and research activities
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#### **What Competencies will you need?**

- Customer Focus: Ability to understand and meet customer needs effectively.
  - Analytical Thinking: Comfortable working with data and drawing insights to support decision-making
  - Attention to Detail: Ensures accuracy in documentation and reporting.
  - Collaboration: Team player and communicates effectively across functions.
  - Adaptability: Thrives in a fast-paced, dynamic environment and is open to learning.
  - Problem-Solving: Approaches challenges with a proactive and solution-oriented mindset.
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#### **Perks and Benefits:**

- Paid Internship
- Hands-on experience in real-time sales activities (inbound & outbound)
- Exposure to CRM tools and sales pipeline management
- Internship completion certificate
- Practical learning in client communication and negotiation
- Learning-focused and growth-oriented environment
- Opportunity for a full-time role based on performance

If you're someone who enjoys interacting with people, is curious about technology, and wants to build a career in sales, we'd love to hear from you.