



Job Title: Sales & Marketing Intern / Virtual Assistant Location: Hybrid Remote / San Antonio, TX. www.getapexsmart.com

Apex Smart Home is seeking a motivated and detail-oriented Sales and Marketing Intern/Virtual Assistant to join our team. This role involves calling local clients to schedule appointments for our Security and Home Automation team, as well as our Water Treatment team. Additionally, the intern will assist in creating virtual meetings for our solar clients. This is an excellent opportunity for a local university student looking to gain hands-on experience in sales, marketing and client relations.

Key Responsibilities:

- Conduct outbound warm calls to clients to schedule appointments for our sales teams.
- Maintain accurate records of client interactions and scheduled appointments.
- Collaborate with the sales team to ensure smooth appointment show rates and assist in following up after the sale
- Provide administrative support as needed to the marketing team and participate in community events as needed.

Requirements

- Current university student with a focus in Sales, Marketing, Business, or related field.
- Fluent in English, with excellent verbal & written communication skills- Spanish +
- Strong attention to detail and organizational skills.
- Proficient in using Excel, Calendar, and familiar with virtual communication tools.
- Must have own computer and headset and have proper phone etiquette
- Available to work 25 hours a week, 1 PM to 6 PM, including two Saturdays a month.
- Enthusiasm for sales and a desire to learn about home services to protect homeowners.

Compensation

This position offers commission on appointments sold, providing an opportunity to enhance earnings based on performance. Non-Intern Position can qualify for a base hourly rate if call goals are met.

How to Apply

Interested candidates should send their resume to Monica Saenz, VP of Sales and Marketing, at msaenz@getapexsmart.com or call 210-960-9638 for more information.