



**Job Title:** Internship

**Term:** 90 or 180 day Sprint

**Department(s):** Sales, Marketing, Operations, Code Development

**Compensation:** Hourly

## Description

The Intern will work with GreenLancer for a 90 or 180 day sprint and support GreenLancer's sales, marketing, and operations team. The goal of the internship is to gain a high level of experience in many functional areas of the business. Candidates should be familiar with the construction industry, software, and preferably have a desire for a career in energy and telecommunications, especially solar, battery storage, telecommunications, or EV Charging.

## Responsibilities

1. Depending on your undergraduate degree and desired career path, support the sales, production, marketing, or code development teams with a variety of tasks in order to yield a high level of customer satisfaction.
  - a. Help grow existing customer accounts and onboard new accounts.
  - b. Help update, inform, and manage the
  - c. Write database queries and create dashboards
2. From time to time, answer inbound Calls, Quotes, Comments (CQC) on the GreenLancer platform.
  - a. Respond to Customer and Fulfillment Partner inquiries, return voicemails.
  - b. Direct calls and inquiries to appropriate stakeholders.
3. Follow up on Quotes and Customer inquiries.
  - a. Direct quotes to appropriate sales representatives.
  - b. Activate ordered services that require technical review.
4. Audit and help manage the GreenLancer Customer relationship management system (CRM).
  - a. Verify existing information on our 80% most active accounts
  - b. Assign owners to accounts, users, and quotes
  - c. Accurately reflect the account status in GLAPP & the Sales Tracker
  - d. Segment our customers into appropriate marketing lists
  - e. Remove duplicates, inactive accounts, and unqualified or malicious users
  - f. Assign quotes from platform to Sharpspring for Pipeline visibility



## Other Benefits

1. Hourly pay between \$15-\$22, commensurate with experience.
2. Fashionable5 downtown Detroit office and technology startup environment.
3. Provided Laptop, monitors, Telephones (VOIP), standup desk.
4. 3 days Paid Time off (PTO) and sick leave.
5. Flexible working schedule with proper coordination.
6. Free secure parking.
7. [Quicken Loans Family of Companies](#) discounts and benefits.
8. At the end of 90 days, per GreenLancer's discretion, an opportunity for full-time salaried employment.

## About GreenLancer

Founded in 2013, GreenLancer has helped over 150,000 homeowners and businesses go solar by connecting solar installers with specialty service providers on our web-based marketplace. Our mission is to accelerate the adoption of renewable energy by making solar installers more efficient and reducing barriers to solar expertise. In 2018, GreenLancer launched a telecom division (G-force Platform) that is accelerating the deployment of 5G and wireless communications.