



Terryberry internship allows students or recently graduated students the opportunity to work on GM's meaningful and exciting recognition program, Mark of Excellence. Learn first-hand the importance of recognition in the workplace by delivering exceptional service to individuals who have achieved this milestone.

ABOUT US

Our Mission | When people are recognized for their efforts, they are inspired to achieve more. The mission of Terryberry is to help organizations provide their people with special recognition for remarkable contributions and achievements. We strive to create a fulfilling and rewarding environment where people achieve their best potential.

Locations | We're headquartered in Grand Rapids, MI, with locations throughout North America and Europe.

History | Founded by H.R. Terryberry in 1918 as a jewelry and award manufacturer in Grand Rapids, MI.



Email your resume to dlarson@terryberry.com

As a **Sales Administrator Intern**, you will be responsible for the following:

- Developing a good understanding of the GM recognition program, awards offered, delivery details and timeline for delivery.
- Working with a team handles incoming GM Mark of Excellence customer service calls and emails.
- Taking orders over the phone and entering into a custom order entry website.
- Learning multiple custom software programs and work efficiently within them.

Qualifications:

- Previous customer service experience preferred.
- Proven professional written/verbal communication skills, including phone acumen.
- Strong Excel, Outlook and Gmail skills with the ability to learn and effectively use new software.
- Ability to work in a team environment.
- Ability to work Monday – Friday, about 20- 30 hours a week, until June.

Position Location:

540 Avis Dr. Suite E
Ann Arbor, MI 48108