Position Title: Marketing/Sales/Accounting Intern
Compensation :Unpaid Internship
Location of Position: Chicago, IL, (will work from home most of the time)

I. Company Overview

Sir Grout of Illinois specializes in grout and tile cleaning, sealing,and restoration. We are the #1 provider of products and services in the tile industry. We pride ourselves on exceptional customer service and outstanding quality of work. The products and services we provide are all, high-end, and in strong demand. They are durable and guaranteed. We stand behind our work and are proud to be offering these services to residential and commercial customers.

II. Company Culture

Working at Sir Grout is a fast paced hard working environment. Most days are filled from 8-5 and nearly every project is finished in one day. Scheduling is organized but has the possibility to change with short notice as we navigate opportunities and meet the needs of our clients. We are problem solvers who strive to make every customer rave about our company to all of their friends and family.

III. Job Mission

In this role a successful candidate will oversee all incoming phone calls, financial operations, customer satisfaction,and development of new organizational strategies. He or she will communicate expenses to staff, monitor all sales channels, and manage the teams calendar on a weekly basis. This person will report directly to the CEO of the company. Due to recent growth Sir Grout will be hiring an administrative assistant to streamline operations. This new position is critical to the future growth of our company as it will free up more time for the owner to grow the business and develop new leads.

IV. Job Responsibilities

- Assist staff with administrative duties as requested.
- Cooperate in the maintenance and/or modification of agency data collection system.
- Maintain accurate daily accounting of fees, donations and other revenue.
- Assist with completion of necessary statistical reports as requested.
- Develop and maintain agency inventory system.
- Distribute incoming mail and prepare outgoing mail including bulk mail.
- Maintain appropriate interpersonal relationships with employees, peers, and consumers.
- Answer all incoming phone calls and make outbound calls to schedule all estimates

V. An ideal candidate for this role should have:

- The ability to work independently, with little oversight, but with accountability to executive management for the
- end-result achieved
- An optimistic, can't-lose attitude combined with a healthy dose of reality
- Would prefer clerical or administrative experience
- Familiarity with Software (Word, Excel, Quickbooks, Google Documents)
- Ability and willingness to work some early mornings, evenings

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