

## Sales Assistant (Internship) for Hardware Export Company

**Company:** Waterson Corp. (<https://watersonusa.com>)

**Location:** Close to R20 QiLiAn Metro Station on the Red Line. Convenient transportation due to its proximity to schools.

### Role and Payment Summary

We're seeking a Sales Assistant Intern to support our international sales team. This role is ideal for detail-oriented students with strong English skills and a willingness to learn. You'll assist in maintaining CRM records, following up on quotations, and responding to simple client inquiries.

💰 Hourly Pay: NT\$200 / hour

Flexible scheduling to accommodate school commitments.

### Key Responsibilities

- Track quotation status and follow up with clients on pending deals.
- Maintain and update client records in the **CRM system**.
- Reply to simple client emails and assist with customer communication.

### Skills and Qualifications

- *English:* Strong spoken, reading, and writing ability is a must.
- *Attention to detail:* You must be organized, thorough, and not careless.
- *Fast learner:* Able to quickly understand new systems, tools, and products.
- Proficient in using tools like HubSpot CRM, Google Workspace, and automation platforms.

### Commitment

- Must be available to work a minimum of 3 days per week.
- Each workday should be a minimum of 3-4 hours.

### Team Dynamics:

Currently, we are privileged to have four interns from Ming Chuan University on our team. If prospective candidates require a reference check or insights about the internship experience at Waterson Corp., we can arrange conversations with them.

**Interested candidates are encouraged to submit their CV, design portfolio, and a brief cover letter to [betty@watersonusa.com](mailto:betty@watersonusa.com).**