



May 2023

Dear Timoteo,

On behalf of Signal, I am pleased to extend this opportunity to participate in our Market Sales Internship program.

**Position:** Market Sales Intern

**Supervisor:** Tia Liggett-Knapp, Event and Engagement Manager

**Schedule:** Monday – Friday, 8 hours each day, 40 hours per week

**Employment Type:** Internship

**Job Responsibilities:** As a Market Sales Intern, you will be responsible for supporting any local Franchise Owners in or outside of your market, by increasing weekly appointments with clients to sign contracts and build revenue.

**Office Work, 15%** - You will begin each day in the office, prioritizing leads, replying to emails, collaborating with the franchise employees, and gathering any relevant marketing materials. After prospecting, you will end each day in the office drafting proposals, sending necessary communication to properties, and following up with the Home Office team. You will spend approximately 2 hours each day in the office.

**Field Work, 85%** - In between office work each day, you will be in the field prospecting the multi-family vertical by visiting 15-20 properties. During those visits, you will be responsible for reaching the decision maker of the property and gathering their security needs, budget, and timeline. From there, you will communicate any information to the local franchise to work together and draft a proposal. In addition to visiting new properties, you will be responsible for following up with any previously delivered proposals in order to close deals and begin service.

**Tia Liggett-Knapp, Event and Engagement Manager**

A handwritten signature in black ink that reads 'Tia Liggett-Knapp'.