



CLIPPER OIL

MARINE FUELS

POSITION DESCRIPTION

TITLE: Sales & Marketing Intern

LOCATION: San Diego, CA

Company Background

Clipper Oil is a worldwide wholesaler of marine fuels and lubricant oils specializing in supplying vessels throughout the Pacific Ocean. Operating internationally from our headquarters in San Diego, we also maintain offices in Singapore and American Samoa and warehouses in American Samoa, the Marshall Islands and Federated States of Micronesia (FSM). Our clients include commercial fishing fleets, mega yachts, cruise ships, tugboats, cargo ships, container ships, navy/military/government vessels, research vessels, power plants, service stations, etc. Established in 1985, Clipper Oil has been a proven supplier of quality fuels, lubricants and services to the maritime community for over 35 years, serving hundreds of ports worldwide.

Job Description

Clipper Oil is currently seeking a reliable, highly detailed-oriented, confident and career-driven individual to fill our Sales & Marketing Internship position. This is a great position in a casual but hard-working office environment. We maintain a small, team-oriented, dynamic and fast-paced office with shifting priorities. The team is dedicated to industry-leading customer service and the rewarding mission of our organization.

Primary responsibilities include (but are not limited to):

- Update Clipper Oil's supplier and customer databases with new information/data.
- Call/email/research new and existing suppliers, both domestic and foreign.
- Various marketing projects including website building/updates, SEO, analytics and marketing items.
- New business development and client prospecting.

Day-to-Day Duties:

- Organize, maintain and update extensive databases of suppliers and customers.
- Research supplier and customer information in ports/countries worldwide.
- Update information into multiple Excel spreadsheets (EXPERIENCE WITH EXCEL IS A MUST!).
- Research new business sales leads generated via marketing, cold calls, and online research.
- Create marketing and advertising materials to promote company and expand customer base.
- Make sales calls, setup meetings, and prospect potential new clients and opportunities.
- Assist the Clipper Oil team with various other duties and tasks.

Requirements/Skills to include:

- Currently pursuing a BS or BA degree in Business, Economics, Finance, Entrepreneurship, Marketing, Engineering, Global Studies/Maritime Affairs or related field.
- Highest level of analytical skills and very good with numbers.
- IT proficient. Excellent knowledge of all Microsoft Office applications (Outlook, Excel, Word, etc).
- Experience working with CRM systems is a plus (i.e. Microsoft Dynamics, Salesforce, Netsuite, etc.).
- Very strong internet research and computer skills.
- Excellent written and verbal communication skills. Strong organization skills.
- Resourceful, goal oriented, performance and results driven with an ability to multi-task and a strong attention-to-detail.
- Good communication and interpersonal skills. Relationship building.

Hourly Rate: \$16-\$25/hour

Qualified candidates should e-mail their resumes to careers@clipperoil.com

We encourage you to visit our website to learn more about our company: www.clipperoil.com

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