

About Us

AlphaCopy Systems, Inc. is an authorized Dealer for Canon U.S.A.'s Office Products Division. Canon U.S.A. is an industry leader in professional and consumer imaging solutions, and, through its parent company, Canon Inc., is a top patent-holder of imaging technologies. We represent their comprehensive line of networked multifunction devices, digital and analog copiers (color and black and white), printers, scanners, facsimile machines, and software products. Canon has been the #1



company in the black & white copier market for 22 out of the last 24 years, and in the color market for the last 18 years running. We also represent Oki Data and Dahle USA.

Canon
GENUINE ADVANTAGE DEALER



ALPHACOPY
SYSTEMS, INC.

**30427 W. Eight Mile Rd.
Livonia, MI 48152-1701**

**(248) 987-2505
Fax: (248) 987-2509
E-mail: nrepoz@alphacopysystems.com
Web: www.alphacopysystems.com**

ALPHACOPY
SYSTEMS, INC.

Sales and Marketing Internship



**A Michigan Company
Serving Michigan Business**

**(248) 987-2505
www.alphacopysystems.com**



Our sales executives sell and lease all types of business solutions: Digital Office Equipment (which can be a copier, facsimile, scanner and/or a standalone printer) and the networking capabilities to tie them all together. We pride ourselves on our long-term relationships with our client base. Much of the business that we do is through referrals, and we served some of our clients for over twenty years.



This is a sales and marketing internship. When you complete it, you should have a foundation on which to launch a career in sales and marketing. You will learn about many different aspects of technical sales

and marketing here, and have the opportunity to see and perform a wide range of tasks that are associated with them.

Some of the skills that you will learn include:

- ◆ Calling on existing clients in a customer relations capacity, which will teach you how to interact with a client or prospective client in the field. This could also include problem-solving if a customer has a concern.
- ◆ Training new customers on the use of their new equipment, which could also include connecting their device to their network
- ◆ Learning about the products and manufacturers that we represent – some of the classes will be web-based training
- ◆ Preparing a proposal for a prospective client or existing client
- ◆ How to demonstrate and present our products
- ◆ How to meet and develop prospective clients
- ◆ How to map out and “work” an assigned territory

Internship Requirements:

- ◆ Must have the desire to be in outside sales and marketing and part of a winning team
- ◆ Must be highly motivated and a self-starter
- ◆ Two years of college or equivalent experience with emphasis in business or computer science
- ◆ Sales experience is helpful, but not required. The right attitude can overcome a lack of experience.
- ◆ High energy, good stability, good communication skills and professional appearance.
- ◆ Understanding of computers and IT environment in general
- ◆ Ability to use Microsoft Word, Excel, and PowerPoint
- ◆ Possess a valid drivers license, a reliable vehicle, and proof of insurance

Business Hours: Monday through Friday, 8:30 a.m. to 5:00 p.m.

Full or part-time positions are available. For Part-Time, minimum 15 hours per week is required. We are able to be flexible with part-time hours.

How to Apply:

Please forward your resume via email or via fax:

Nancy Repoz

Email: nrepoz@alphacopysystems.com

Fax: (248) 987-2509

AlphaCopy Systems, Inc. is an equal-opportunity employer.



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