



**Job Description: *Leads Generation Specialist***

Responsible for the generation of qualified sales leads. Using the different search engines, publications, and literature available, consistently provide leads to the Account Executives. This job requires daily pulls from our Internet web sites and also requires you to find and confirm database information. At times you will be directed to conduct research on people, companies and industries and provide that information in a timely manner.

You will report primarily to the Production Assistant but at times will be directed by individual Account Executives. Work location could vary from office, home, library to job fairs, seminars, or other places you might discover leads. Primarily it will be office setting. This position has no over night travel.

Candidates must be Internet savvy, excel proficient, and able to work and research on their own. Computer navigation is a must. We look to hire self-starters with initiative.

**Details:**

Part-time, flexible M-F; prefer 30 hrs / week.

Paid Internship

Our office is located in West Austin, 25 minutes from San Marcos.

**Please submit resumes to:**

Randi Bakke – rbakke@orioninternational.com