Fastenal Company

**Street Address:** 1101 W. Madison, Springfield, IL 62702  
**Phone number:** 217.698.4920  
**Fax number:** 217.698.4987  
**Email Address:** GRJOHNSO@FASTENAL.COM  
**Agency Contact:** Greg Johnson

**How should students contact this agency?** Email  
**How should students submit cover letters and resumes?** Email

**General Description of agency or business**  
We are a publicly held nationwide company with over 2500 stores across North America and approximately 100 in the state of Illinois that distributes industrial and construction supplies. Fastenal is an EOE.

**Internship or Job Description**  
Sales Support/Customer Service
- Supporting sales staff by helping to follow up on quotes/orders, setting appointments, and expediting/tracking orders
- Increase customer purchasing activity on our website
- Internal marketing/store displays
- Waiting on customers and other misc. in store duties

**Basic student learning anticipated**  
Working for our company will give the student a broad sense of working for a growth oriented sales organization in a decentralized decision making environment. All of our full time employees come from our part time/internship workforce-so this is a great chance to develop your business skills and get a head start on a full time career option

**Hours per week:** Up to 20  
**Number of weeks:** 16

**Position Available:** Fall, Spring, Summer

**PAID - $10/hour**