



Example of Account Intern Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of account intern. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for account intern

- Assist with data gathering
- Research to identify areas of opportunity for upgrade or sales potential
- Provide Field event support
- Will need to utilize Microsoft Office
- May need to lift boxes of marketing materials under 50lbs
- May need to travel to onsite property event
- Assists with projects to ensure deadlines are metRegular, consistent and punctual attendance
- Assisting with development and editing of business documents
- Assisting in entry-level financial activities, such as drafting scopes and preparing billing for review with a supervisor
- Ensuring collaboration sites are kept current

Qualifications for account intern

- Internship length varies – 10-12 weeks for Summer, 12-14 weeks for Fall / Spring terms
- Action Oriented – Attacks everything with drive and energy with an eye towards achieving results
- Basic knowledge in Capital Market and Mutual Funds
- Claims to be a quick learner
- Focus in control, organized, ability to issue accurate reports
- Fluent in English and a good knowledge in French