



Example of Account Intern Job Description

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Our growing company is hiring for an 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

- You will assist Account Managers with onboarding students into our online programs and working closely with potential partners to start pilot programs
- You will also work with Account Managers on prospecting, qualifying and managing new business development via telephone and virtual meetings
- As a strong researcher, you'll participate internet research to uncover potential prospects, then contact each prospect to gather assigned information
- You'll manage and maintain a working list of each prospect and information gathered for your assigned account territory
- Helping the Account Strategy team identify growth opportunities within current existing business portfolio
- Performing admin tasks such as creating IOs and tickets
- Ensure proper oversight on policy, legal, financial, and environmental provider/health care issues
- Manage assigned accounts, including development of strategic, tactical account plans, and segment initiatives
- Assist with the development and analysis of customer and product-specific business modeling, ROI and Forecasts that assist in identifying optimal net sales
- Enjoy working in a team atmosphere

Qualifications for account intern

- Available now
- Background/education in communications, advertising or digital media a major plus!
- Attention to detail, willingness to ask questions, ability to follow up and knowledge of overall account logistics
- Managing up and knowing when to escalate client and/or internal concerns