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# Example of Business Intern Job Description

Our company is looking for a business intern. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for business intern

* Interact with business and IT partners to help plan and implement needed projects within designated time and budget constraints
* Assists in the analysis of costs and charges relating to labor, material, billing, authorizations for payments, , to ensure compliance with established Company accounting directives and procedures and reliable accounting practices
* Conduct thorough media audits and background research on potential clients
* Proof new business proposals and presentations
* Maintain a new business and a marketing database for Edelman DC
* Oversee the DC Knowledge Management portal
* Schedule and coordinate logistics of new business brainstorms and meetings—participate in brainstorms and meetings
* Prepares cost control reporting
* Support market sizing and strategy development activities in O&G industry including oil field services segments
* Assist with competitive research and analysis through collection of public documentation (news articles, company financial filings, GAO protests, ) and proposal debriefs

## Qualifications for business intern

* Working knowledge of Microsoft office programs, strong Excel and/or other data analysis tools
* Develop and update content for existing Global Export website including a secure portal to store user manuals, technical datasheets and other collateral for key customers
* Develop lead data base for follow-up and tracking
* Analyze customer reporting requirements, make recommendations and implement solutions to streamline the process
* Assist with execution of marketing initatives to support increased sales of our Private Label product portfolio
* Business financial accounting skills preferred