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# Example of Commercial Intern Job Description

Our growing company is hiring for a commercial intern. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for commercial intern

* Students should be in or have completed two years of college and be studying in the fields of Business Administration, Business Management or Accounting
* Apply data clean up guidelines (will be provided)
* Assist in driving process improvements
* Assist the category merchandisers on the execution of brand marketing packages and shops-in-shops
* Provide inputs about the current trends and ways that can help and boost the season’s campaign
* Assist with documenting control processes, data collection to support various regulatory exams and Sharepoint updates
* Evaluate new client requests for commercial proposal information – for new and existing business
* Facilitate discussions to develop commercial production processing plans
* Disseminate and collect quotation input materials
* Compile quotation workbooks and assumptions and provide proposal document review

## Qualifications for commercial intern

* Price & positioning
* Pursuing a Bachelor's or graduate degree in Business, Communications or Liberal Arts (GPA 3.0 or higher)
* Ability to spread financial statements on a financial spreadsheet system preferred, but not required
* Must be a self-starter with high degree of initiative, multi-tasking activities, customer service, and problem solving skills
* Major in Business or Marketing required
* Coursework in economics and/or political science preferred