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# Example of Consulting Intern Job Description

Our company is searching for experienced candidates for the position of consulting 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 consulting intern

* Gathering additional incremental public source information, such as journal articles or highlights from quarterly earnings calls and investor presentations given by IVD companies
* Receiving mentored direction from experienced staff in various areas of public accounting
* Posting year-end accounting journal entries
* Preparing compiled financial statements
* Asset valuation
* Provide insight in developing practical solutions to complex analytical problems
* Interface directly with operating company senior management
* Work with a team to drive critical strategic, operational and organizational initiatives
* Contributing to projects on green building technology and ratings systems, primarily the LEED rating tool
* Work on sustainability frameworks and strategies for multiple scales of projects, while also completing environmental and social impact assessments

## Qualifications for consulting intern

* Personal attributes that reflect a highly motivated self-starter
* Knowledge of VBA will be a asset
* A ‘will do what it takes to get the job done’ orientation
* A high degree of individual responsibilityand a high degree of interdependence
* Ability to develop and deliver high-quality written and verbal communication skills
* Strong proficiency in MS Office Excel and Powerpoint