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# Example of Intern, Development Job Description

Our growing company is looking for an intern, development. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for intern, development

* TMF/eTMF Introduction
* Veeva Vault User Training
* SOP and WI Completion Certificate
* Anticipate, follow, and analyse key industry trends and developments
* Monitor the competitive landscape and markets offering insights into the business and, under the supervision of the Corporate Development team, suggest actions which are in line with the Firm’s strategic objectives, supporting senior management in bringing about continuous improvement
* Contribute to the consolidation and management of the proprietary intelligence resources to keep track of vital information on potential acquisition or partnership opportunities, competitors and listed peers updates
* Assist the Corporate Development team in the execution of key corporate development projects, including opening into new strategic geographic markets, M&A and equity transactions, new extraordinary business developments
* Reviewing, cataloging, and tagging professional development videos
* Adding resources, such as PDFs and videos, to a learning management system
* Building professional learning resources using e-Learning development software

## Qualifications for intern, development

* On track for a Bachelor's degree in Information Technology, Information Systems, Management Information Systems or a related discipline
* Strong organization skills - working with a large amount of data
* Experience with Microsoft Office Suite needed
* Technical skills wanted
* Students should have completed two years of college and studying in the field of Business
* The candidate should be proficient in data analysis, with the Microsoft Office Suite, and strong in verbal and written communications