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# Example of Internship Program Job Description

Our growing company is looking for an internship program. 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 internship program

* Supporting the Brand Manager in the preparation of the support plan for the brands under their responsibility
* Assisting to creative presentation and supporting BM in briefs and debriefs presentations
* Coordinate production process for support materials
* Handle approval processes under the supervision of the BM
* Handle the data entry necessary to process all domestic and/or international outgoing wire requests using predefined internal procedures and tools along with secure banking software/websites
* Generate Incoming Wire Reports via secure banking software/websites
* Input ACH requests for Tax Payments or Operational transactions to be paid via secure banking software/websites
* Manage Customer Reserve Deposits when received from Regulatory Reporting, ensuring that all deposits and withdrawals are made within time constraints, supplying Regulatory Reporting the necessary confirmations
* Being a Postgraduatestudent, with a background in or currently studying towards Business / Communications / Marketing
* Interest/Specialization in Marcom / Marketing / Advertising & Press

## Qualifications for internship program

* Passion for baseball, preferably a player in the Beijing University League
* Experience running Wechat account preferred
* Applicants must be currently enrolled in an accredited MBA program, preferably with an emphasis on marketing or general management
* Presence/communication skills
* Domestic geographic mobility
* 2-3 years of experience preferred in a related field