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# Example of Sales Support Intern Job Description

Our company is growing rapidly and is looking to fill the role of sales support intern. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for sales support intern

* Work with the Sales Reps to help on the administrative aspects of their deals performing Bid Management functions
* Be key person for clients during onboarding process
* Coordinate documents flow
* Intermediate negotiation between Client Onboarding, TDU and Client
* Register Futures & Options and Cash Equities clients on Sinacor and Sincad (Exchange systems)
* Reconcile data from different systems
* Update and distribute onboarding reports
* Interact with Front Office
* Fulfill "Business As Usual" demands
* Work on processes enhancements

## Qualifications for sales support intern

* Creativity and thinking “outside the box” to explore new possibilities and opportunities
* Strong track record in finance with knowledge of Treasury products
* Understanding of derivative transactions and trade events like recouponings and unwinds is a plus
* Thorough knowledge of region, products, market/industry and client base is a plus
* This position is part of our Summer Paid Internship Program
* Internship will last between June and August