



Example of Product Development Intern Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of product development 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 product development intern

- Maintain master trackers of all onboard products, business partners, and competitive information
- Assist with event, buzz, and social media planning and execution as necessary
- Write and assist with management of creative briefs and creation of product marketing materials
- Respond to ad-hoc requests from internal and/or external customers to ensure alignment of programs and initiatives
- Research new product opportunities
- Engage with various internal teams, including Brand, Advertising, Regional Marketing, Consumer Promotions, Airports, Provisioning, Supply Chain, Inflight, and senior leadership
- Work with Adobe InDesign and IBM FileNet workflow for the purpose of standardizing business objects on the product contract forms
- Forms Repository Database keyword search enhancements
- Create knowledge base of operational policies and procedures
- Assist team with reporting using IBM Cognos and Salesforce CRM systems

Qualifications for product development intern

- Knowledge and enthusiasm of advanced analytics techniques (PCA, SVM,)

- Lifting (ability to lift 25 lbs on a regular basis)
- Applicants must be pursuing a degree in a field related to Finance, Marketing, or Business Management
- Ideal applicants will have previous job or internship experience related to finance or investments
- Strong communication, analytical thinking, entrepreneurial spirit, and a basic knowledge of investments demonstrated through formal positions in student organizations are preferred
- Attention to detail and a results driven, demonstrated through a 3.0 GPA or better, is also preferred