**Commercial Intern**

**Job Description 2022**

The commercial intern is expected to contribute to the objectives of the commercial team by supporting the commercial team through completing bids and projects; participating in meetings and conference calls; working with management on special projects; and completing other duties as assigned.

Including but not limited to: assisting with marketing projects (rebranding, marketing research, market intelligence, customer presentations); assistance with presentations to senior management; assistance with reporting; other duties as assigned.

**Necessary Skills**

Experience with Excel Understanding of general business terms

Accounting or finance experience Communications (written, oral, etc.)

Analytical ability Presentation skills

Interpersonal relationship building Marketing experience

Sales process experience PowerPoint skills

**“Nice to Have” Skills**

Power BI or Tableau experience SQL experience

Relational database experience Digital marketing experience

Graphic design

**Necessary Attributes**

Independence Self-Starter

Curiosity Assertiveness

Strong work ethic Follow-through

Responsiveness

**Term of engagement**

Initial engagement will be 15 weeks, including paid company holidays, with flexibility around the start/end date. Should it be agreeable to both parties an extension on a part time basis may be considered.