

Internship Description
RESEARCH & BUSINESS DEVELOPMENT ASSISTANT

6 MONTHS / 20-25 HOURS PER WEEK

REMOTE / ONLINE

The research and business development assistant intern will help the management team to grow the business and create new opportunities and attract potential clients.

The ideal candidate will always represent HB&P, its ethos and professional mission.

Direct Reports Successful interns will report to the Business Development Director and /or management team.

Internship Description

- Generate leads and find prospective customers.
- Develop opportunities in target markets.
- Nurture and develop relationships with key customer accounts.
- Attend online meetings with clients.
- Analyze business aspects in various departments and seek opportunities for growth.
- Monitor changes in business data.
- Write reports on findings.
- Enter findings into spreadsheets.
- Present findings to executives and other staff.
- Contact new clients in new markets to expand the business.
- Network with related businesses and foster B2B relationships.
- Market the company to potential clients and partners.
- Contribute to creative discussions and decision-making about the business' future.
- Encourage other employees and customers to take part in growing the business by showing enthusiasm for your work and maintaining a positive attitude.

You should have:

- Professional proficiency in English language.
- Proactive attitude at all times, and extreme attention to detail.
- Professional attitude at all times, in all communications with internal and external members, stakeholders, management and clients.
- A strong analytical approach.
- Strong communication, planning, and organizational skills.
- Ability to work both independently as well as collaboratively in a team environment.
- Integrity and ethical decision making.
- A strong desire to learn and strive for personal development and growth.

Desired: Ability to read, understand and speak a second language, including one of the following: Spanish, French, Italian, Dutch, Chinese, Hindi, Russian or Arabic. (intermediate level).

Submit your CV, video presentation or portfolio to talents@harringtonblue.co.uk