

# OPERATIONS AND BUSINESS DEVELOPMENT INTERN

RJL SOLUTIONS

## ROLES AND RESPONSIBILITIES

The Operations and Business Development Intern will serve the Business Development department in areas of Operations and Business Development. The position provides a flexible work schedule and an environment that provides experience in a wide range of projects for a variety of clients and industries.

### Duties include:

- Research potential clients
- Research opportunities to respond to Requests for Proposals (RFPs)
- Assist in maintaining a lead database for the Director of Business Development
- Work with RJL departments in identifying services and projects to capitalize on
- Work with Executive Assistant to maintain and implement processes for day-to-day office operations including ordering supplies and conducting inventory
- Assist with operation duties of the Business Development department
- Manage project assignments and meet deadlines
- Take minutes at participating meetings
- Like, comment, follow, watch stories, and engage in content for all RJL and its clients' pages to increase engagement and grow a following
- Other special projects as designated



## INFORMATION

-  College
-  Internship - College Credit
-  Business Development & Operations

## QUALIFICATIONS

- Current student pursuing (or recent graduates with) a bachelor's degree in business, communications or related degree.
- Strong organization and time management skills.
- Ability to communicate effectively through writing in a concise and meaningful manner.