



Primary Position Role: - Business Development

Objective: The Intern will be responsible for assisting the organization in the development and implementation of its marketing, business development, and public relations plans. This will be accomplished through developing, maintaining, and expanding marketing channels/methodologies to the professional community, senior industry, and the public at large.

PRIMARY RESPONSIBILITIES

- Establishing Relations with Colleges, Schools, Societies, IMA, NGOs in order to conduct Virtual-Investor Awareness Program (IAP)
- Contacting Colleges and Schools, the respective Placement Directors, Vice-Principals, and Principals to orient them about the program
- Contacting Corporates, NGOs, Associations, Societies, IMA, and other Departments to orient them about the program
- Maintaining a monthly marketing and public relations calendar to coordinate activity with prime focus
- Attend and manage webinars, conferences, networking events conducted by BIAP online
- Working on cold-calling professionals and lining IAPs as per the company guidelines
- Reporting the progress to the reporting manager on a daily basis
- Maintaining a record of the targets achieved
- Researching and recognizing leads for given locations by your reporting manager

QUALIFICATIONS

- Must have organizational skills, attention to detail, and the ability to prioritize in a changing environment
- Must have interpersonal and follow-up skills
- Proficiency in Microsoft Office & Strong verbal and written communication skills.
- Ability to work independently and as part of a team

TAKE AWAY AFTER THE INTERNSHIP

- ⇒ Internship Completion Certificate & Letter of Recommendation.
- ⇒ Being a start-up organization, you will be involved in more than one department. Thus, an in-depth understanding of how an organization works as well as the essence of team spirit will be a major takeaway.
- ⇒ Efficiency in networking skills and interpersonal skills.
- ⇒ An impressive Resume & Better Exposure and Networking Opportunity.
- ⇒ Opportunity to attend seminars, conferences, etc.

Location: Work for home **Duration:** 2 months **Stipend:** Performance based

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