



## Job Description

# Business Development (Intern)

*Duration: 3-6 months / Hours per week: 20-25 hours a week*

*Modality: Remote / Compensation: Ad honorem (unpaid)*

*The business development intern will help the business development associate and management team to grow the business and create new opportunities and clients. The ideal candidate will always represent the International Green Commerce and Trade Association and its ethos and professional mission.*

*The International Green Commerce and Trade Association (IGCTA) is a leading organisation integrating sustainability into trade and business.*

*We seek a candidate who is self-motivated, responsible, determined, focused on the objectives, and willing to learn new tasks.*

*Please send your resume to: [info@igcta.org](mailto:info@igcta.org)*

---

Direct Reports: This candidate will report to Business Development associate and /or management team

### Job Description

- Generate leads and find prospective customers
- Develop opportunities in target markets
- Nurture and develop relationships with key customer accounts
- Attend 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
- Sell products and services
- Network with related businesses and fostering B2B relationships
- Market the company to potential clients, 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

### Person Specification

- All candidates must be current students at a recognized university
- Proactive attitude at all times, and attention to detail
- Flexibility with demanding work schedules and unsocial hours (if required)
- Ability to work in a team effectively
- Fluid communication and reporting to members of the team and management
- Daily and weekly professional reporting to relevant direct reports or colleagues
- Support and quick response via email

- Professional attitude at all times, in all communications with internal and external members, stakeholders, management and clients
- Ability to read, understand and speak English (intermediate level)

**Desired:** Ability to read, understand and speak French (intermediate level)