

# Intern

Job number: 862815

The International Intermediary Oversight (IIO) team is integral to ensuring compliance and maintaining the integrity of the intermediary oversight process within the organization. IIO is now looking for an Intern who is eager to learn and contribute to our team. The intern will be supporting the team in maintaining distribution & marketing oversight framework covering over 1000 intermediaries worldwide. Join our dynamic department and grow professionally in a more administrative role, with the exciting opportunity to learn about new AI tools

## What are the ongoing responsibilities of Intern?

- Assisting with the day-to-day management of the due diligence process for all types of intermediaries.
- Helping coordinate and execute initial, ad-hoc, and periodic due diligence reviews
- Participating in ad-hoc projects and initiatives, collaborating with various internal functions across regions.
- Assisting in the maintenance of policies and procedures to ensure robustness under scrutiny.
- Assisting in audits and regulatory requests.
- Document Management: Organize and maintain important documents related to intermediary due diligence. This includes updating records, ensuring compliance with regulations, and managing document storage.
- Communication: Facilitate communication within the team and with internal partners. This includes drafting emails and managing correspondence.

## We are looking for candidates who (have):

- Current student status,
- Educational Background: Enrollment in a relevant field of study, such as finance, economics, law, or business administration, is preferred. No professional experience is required, but any relevant experience or internships would be beneficial.
- Communication Skills: Strong communication skills are crucial, as the intern will need to interact with internal teams. Fluency in English
- Attention to detail: Meticulous and organized with a focus on delivering the highest quality outcomes.
- Analytical Abilities: The ability to analyze data and documentation to support due diligence processes and prepare due diligence reports.
- Cultural Awareness: The ability to work effectively in a multicultural environment and collaborate with international teams.

## Benefits for you



**Local work with  
global  
perspective**



**Attractive  
location  
in the center  
of Poznań**



**6-month paid  
internship**



**Office gym and  
optional  
MultiSport cards**



**Charity  
events**



**Learning resources**

# APPLY!