

Intern – Request for Proposal

Job number: 852944

Scope of the role:

The RFP Intern co-ordinates, creates and delivers responses for Request For Proposal (RFP), Tenders, Due Diligence Questionnaires (DDQ), and other external client-related requests, which accurately and favorably represent the organization, and its investment products and services, to prospective and existing clients and their advisors.

Working with us, you will be responsible for:

- Supports the update of existing content, distinguishing between opportunity-specific customization and generic content
- May actively propose/use automation tools, including supporting content refreshes and quality checks involving strategic vendors
- Builds and maintains effective working relationships with colleagues and business partners
- Develops understanding of external clients and their requirements, our investment products, and distribution and product management priorities
- Ensures all appropriate approval/review steps have been completed and documented for each submission, with inputs from RFP team seniors, Product Management team and the Distribution team
- Reviews own work and submissions by other RFP Specialists, to ensure consistency with best practice guidelines, and that draft responses meet external client requirements and accurately positions the organization
- Undertakes initial reviews of all documents relating to assigned requests, identifies relevant requirements, and establishes where to access the required information
- Independently prepares first drafts of responses for review, using standard, pre-approved content to meet external client requirements. Peer reviews drafts of responses using pre-approved content

We are looking for candidates who (have):

- Student of Bachelor or Master studies (background in economics, finance, languages, marketing, or similar)
- Good MS Word, Excel and Power Point skills essential
- Excellent attention to details
- Ability to work under pressure and prioritize effectively
- English B2+/C1, another European language a plus

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!