



Intern - Intermediary Lifecycle Management

Job number: 868911

About the department:

Intermediary Lifecycle Management (ILM) [expand acronym: Intermediary Lifecycle Management already expanded], part of International Intermediary Oversight, coordinates intermediary activities across Distribution, Legal, Finance, Product, and Operations. The team manages onboarding and lifecycle support for distributors, platforms, and institutional partners across global markets.

Working in ILM means joining a collaborative, international, detail-oriented team that connects client service, regulatory processes, and product distribution. Interns gain hands-on exposure to end-to-end intermediary onboarding and lifecycle management, cross-functional coordination, and global stakeholders. They also have the opportunity to work with emerging technologies, including Artificial Intelligence (AI) tools, to support tracking, reporting, and process improvement initiatives.

How you will add value:

- You will support onboarding, changes, and termination activities for intermediary relationships.
- You will assist in coordinating agreements, including Non-Disclosure Agreements (NDAs) and distribution contracts.
- You will monitor and manage incoming requests.
- You will ensure timely and accurate follow-up. [sentences shortened]
- You will help maintain accurate records, trackers, and audit-ready documentation.
- You will support reporting on activity, progress, and service levels.
- You will assist with data clean-up, standardization, and process improvement tasks.
- You will leverage Artificial Intelligence (AI) and digital tools for efficiency.
- You will act as a support contact for internal stakeholders on routine queries., automation and digital innovation projects

Benefits for you



**Local work
with global
perspective**



**Attractive
location
in the center
of Poznań**



**Office gym
and optional
MultiSport
cards**



**Chill & Game
zone**



**Learning
resources**



**Charity
events**



**Flexible
schedule**

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What will help you be successful in this role:

Experience, Education & Certifications

- Currently enrolled in finance, business administration, economics, law, or a related field.
- Previous internship or relevant experience is a plus.
- Available to work 25–30 hours per week.

Technical Skills

- Proficient in Windows and Microsoft (MS) Office, especially Excel.
- Experience with data entry and record-keeping tasks.
- Familiarity with analytics or automation tools (Power BI, Power Automate) is a plus.

Soft Skills

- Fluent English and strong communication abilities.
- Strong attention to detail and high-quality standards in day-to-day work.
- Well organised, with the ability to manage multiple priorities.
- Comfortable working in multicultural, international teams.

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