



Title: 2023 Undergraduate Summer Intern – Tech & Product (New York Office)

DirectBooks is evolving the primary issuance process for fixed income by streamlining communications workflows for underwriters and institutional investors. Our cloud-based DirectBooks platform was successfully launched in Q4 2020, and many sell-side and buy-side financial institutions have since joined the user community. Backed by nine of the largest global investment banks, we are a fast-scaling FinTech startup looking to add more talented professionals to help us expand the platform's capability, grow our user base, and extend our offering to additional financial assets and regions.

We are seeking a self-directed intern with a passion for technology, product development, collaboration, and creative problem-solving. The intern will actively contribute to meaningful projects and work closely with a mentor and company leadership.

Internship Dates:

10 weeks, Monday June 5th 2023 – Friday August 11th 2023

What you'll be doing:

- Develop an understanding of the company overall, including the products, technology, processes, and overall market
- Work with our technology, product, info-sec, and operations teams on select projects and ad-hoc tasks
- Data analysis using PowerBI and Jupyter Notebook
- Data pipeline automation
- Process automation by building software and leveraging existing 3rd party platforms (MS Power Automate, MS Power BI, Salesforce, etc.)
- Learn internal software systems
- Learn how to build business requirements and user stories
- Join regularly occurring team and client meetings
- Participate in intern-specific trainings and social events

What we are looking for:

- Rising juniors & seniors majoring in Computer Science, Engineering, or other technology or product related fields
- Eager to learn and work with various departments in the company
- Excellent verbal and written communication skills
- Proficiency in Microsoft Office
- Ability to multitask and juggle multiple priorities
- Cope well under pressure
- Excellent analytical and problem-solving skills
- Ability to work well in teams
- Strong work ethic and attention to detail

Compensation Details:

- Anticipated hourly salary range of \$20 – \$35

To apply send a resume and why you'd be a good fit to victoria.azcuy@directbooks.com

Applications due by Feb 4th 2023

DirectBooks provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.