



## **Title: 2023 Undergraduate Summer Intern – Business & Platform Engagement**

**(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 client service and client outreach, collaboration, technology, 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 5<sup>th</sup> 2023 – Friday August 11<sup>th</sup> 2023

### **What you'll be doing:**

- Develop an understanding of the company overall, including the clients, products, technology, processes, and financial services market sector
- Work with our platform engagement, client experience, and other business teams on select projects and ad-hoc tasks
- Engage with potential clients to sell the DirectBooks platform and manage existing customer relationships
- Data analysis and reporting regarding product usage and deal flow through the DirectBooks platform
- Participate in intern-specific trainings and social events
- Learn internal software systems responsible for client management

## What we are looking for:

- Rising juniors & seniors
- Eager to learn and work with various departments in the company
- Excellent verbal and written communication skills
- Proficiency in Microsoft Office
- Ability to multitask
- 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](mailto:victoria.azcuy@directbooks.com)**

***Applications due by Feb 4<sup>th</sup> 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.*