

International Trade Database Intern

With over 10,000 clients, Trade Risk Guaranty (TRG) specializes in innovative insurance and Customs bonds for international trade. As a Database Intern your primary focus will be to don your detective cap and clean our database. We'll kick start your position with an immersive educational dive into International Trade, Customs Bonds, and Database Exploration. Over the course of your stay with TRG we will provide ample learning opportunities for those curious about our industry and products.

Whether you're a seasoned database expert with experience or looking to try something new, TRG offers you the unique opportunity to learn new business skills while developing your database management skills. This position does require a specific drive for structured tasks, as well as a knack for working independently.

Responsibilities:

- Review and update prospective leads with pertinent information
- Isolate and remove duplication of prospective leads in CRM database
- Discover and advise on new information for prospective leads from outside sources
- Report to management team progress and new findings
- Report progress and new findings to management team

Requirements:

- Detail oriented
- Willing and able to handle repetitive tasks
- Proficiency in learning and utilizing new computer software programs
- Ability to work with multiple departments
- Work independently

Preferred Skills/Interests:

- Interest in developing and working information systems to enhance/clean databases
- Experience working with large sets of data helpful, but not required
- Experienced using Microsoft Excel
- CRM experience helpful, but not required

Benefits:

- \$15/hour – Paid Internship
- College credit
- Wellness activities
- Extensive office experience
- Database management development
- Growing company with opportunities for advancement
- Casual dress code
- Part-time with flexible schedule Monday through Friday. Talk to us about your needs.
- Downtown Bozeman location



Trade Risk Guaranty (TRG) is an international trade insurance agency headquartered in Bozeman Montana. Our consumer-direct approach has grown our company to include more than 10,000 clients and 50 employees. We offer careers in sales, marketing, customer service, office administrations, information technology and insurance underwriting.

Locate your career and apply online at <https://traderiskguaranty.com/about-trg/careers/>

To learn more about TRG Culture go to <https://traderiskguaranty.com/about-trg/company-culture/>