

**Company:** Runatek

**Position:** Business Development Intern

**Reports To:**

The Business Development Intern will report to the head of the Business Development Department.

**Job Overview:**

This unpaid internship provides an experiential learning opportunity to familiarize individuals with the business and financial development of a company in a fast-paced startup environment. Interns will work closely with and learn from senior executives in the company to set business goals and execute strategic projects. Interns will gain a foundation in startup finance, regulatory compliance, business strategy, marketing, and more. Opportunities will be made available for interns to learn legal and regulatory aspects of the company, as well as the technical side of the company to offer a full experience working with a startup company in the medical device industry. This a remote working position.

**Responsibilities and Duties:**

Developing and executing business strategies.  
Setting organizational goals and implementing processes to track progress.  
Aid in the daily aspects of promoting the businesses campaigns.  
Other duties as assigned.

**Basic Qualifications:**

Must be pursuing a degree in management, business, communications, or a related field.  
Experience with Gantt charts and/or PERT diagrams.  
Familiarity with crowdfunding.  
Proficiency in Microsoft Office and Google Suite.  
English proficiency.

Runatek is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran's status, or, any other protected characteristic.