

SS&C Advent

Multi-department Internship

About the organization

Website: <https://investor.ssctech.com/overview/default.aspx>

Founded in 1986 by William C. Stone, SS&C Technologies, Inc. provides the global financial services industry with a broad range of highly specialized software, software-enabled services, and software-as-a-service (SaaS) solutions for operational excellence. We deliver mission-critical processing for information management, analysis, trading, accounting, reporting and compliance. SS&C is publicly listed on the NASDAQ (SSNC). Our head office is located in Windsor, Connecticut with offices throughout North America, Europe, Asia Pacific and Australia.

SS&C Advent is an independent business unit within the SS&C family. Our Stockholm office has a team of 40 people working within various teams within the company. We work within the challenging and ever-changing investment management industry, requiring bright, engaged employees who can keep up with the pace of regulatory and client requirements.

Learning objectives

You will develop skills vitally important in today's business environment, including team-based interaction, the ability to manage outcomes without having direct authority over others, and the capability to aid in defining and directing project-related tasks. You will gain an understanding of financial technology products and how they are used to comply with market demands. You will interact with product owners, senior employees and project team members.

Responsibilities

This dynamic internship is designed to expose you to a broad range of responsibilities and skills, providing a comprehensive understanding of our business operations. As a multi-department Intern, you will have the opportunity to gain hands-on experience in various facets of our organization, including Training, Office Administration, Sales, Marketing, and others:

1. Training:

- Assist in reviewing and auditing reports and various documentation related to the delivery of training programs for new and existing employees.
- Coordinate with internal teams to manage training materials and related content.
- Collaborate with the training team to ensure seamless processes in training delivery.

2. Office Administration:

- Support day-to-day office operations, including handling emails or other communication mediums (i.e., M.S. Teams or Zoom), facilities management, and office organization.

- Assist in scheduling meetings, preparing documents, and maintaining a well-organized office environment.
- Collaborate with various departments to streamline administrative processes.

3. Sales:

- Shadow sales team members to learn about the sales process, customer interactions, and relationship-building strategies.
- Assist in market research, competitor analysis, and the development of sales materials.
- Support the creation and maintenance of customer databases and contact lists.

4. Marketing:

- Contribute to the execution of marketing campaigns across various channels.
- Assist in content creation, including social media posts, blog articles, and marketing collateral.
- Participate in brainstorming sessions and contribute creative ideas for marketing initiatives.

Requirements

- Ability to adapt to a fast-paced and dynamic work environment.
- Eagerness to learn and take on new challenges.
- A positive attitude and strong work ethic.

Preferred background or skills

- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite and a basic understanding of marketing tools is a plus.

Location

Humlegårdsgatan 20, 114 46 Stockholm

Hours

10–15 hours per week

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