Position Description:

Infomediary is Brown Brothers Harriman’s integrated, multi-bank communications platform that gives Investment Managers an efficient way of managing trade-related communications without losing visibility and control of their operations.

Infomediary is seeking qualified internship candidates for the summer of 2008 at our 50 Milk Street offices in Boston, MA. As Infomediary continues to grow its client portfolio in size and scope, a reliance on improved productivity and workflow scalability has become increasingly essential. The role of this summer intern will require a number of multi-disciplinary proficiencies ranging from financial market knowledge to exceptional inter-personal skills to strong software application and programming experience.

The role will consist of one major project as well as multiple ad hoc assignments. Because of the large degree of inter-departmental interaction that is required, this position offers a fantastic opportunity to meet and interact with senior Infomediary management.

Responsibilities:

- Proactively identify opportunities to streamline operation workflows within the organization
- Contribute to strategic planning and special projects
- Leverage database and programming experience to automate critical business workflows
- Remain knowledgeable about changing industry & Infomediary initiatives

- MAIN PROJECT (Client Implementation Workflow Management) Develop interactive database application for client implementation project lifecycle tracking
- (Revenue Analysis & Reporting) Work closely with the Infomediary’s Sales and Client Relationship Management team to develop a flexible, user friendly client activity data mining application
- (Client Business Development) Coordinate with Brown Brothers Investor Services Billing team to establish accurate billing profiles for all existing Infomediary clients as well as create a database to monitor client new business
- multiple ad hoc projects as appropriate

*Intern will be required to prepare and present summary of project work to Infomediary management at the conclusion of the internship.

Requirements:

- Working toward BS/BA in management, finance or economics
- Desire to pursue career in financial services
- Self-starter, requires little supervision
- Significant programming experience in MS Visual Basic for Excel
- Experience developing MS Access databases
- History of strong academic achievement
- Outstanding communication and presentation skills, excellent writing ability
- Ability to interact in a professional manner at all levels, both internally and externally to BBH
- Detail oriented with proven ability to see open issues to resolution
• Quick learner, ability to juggle duties and trouble shoot while maintaining an upbeat personality