



Job Description

Business Operations Intern

The AOIC, LLC (AOIC) Business Operations Intern is a hybrid position interning for a set period of time for AOIC. The position will report to an AOIC Operations Executive. The Business Operations Intern is an energetic team-oriented service professional who embraces wearing multiple hats and handles a wide range of project and business support activities. The Business Operations Intern is a valuable AOIC teammate who emulates the AOIC ideals of impeccable service, teamwork, and client support.

Company Description

AOIC, LLC (AOIC) is a medical and scientific communications company providing content driven initiatives for biopharma and nonprofit organizations. AOIC advances medicine and patient care by:

- 1) Collaborating with researchers, healthcare professionals, biopharmaceutical companies, and other life science organizations to communicate preclinical, clinical, and health outcomes data.
- 2) Helping nonprofit partners educate patients, caregivers, and healthcare professionals about treatment advancements and quality of life challenges to daily living.

We achieve our mission by offering communication services in:

- 1) Publication/Content Development
- 2) Innovative Technology
- 3) Meeting Planning

Responsibilities

Project and Business Support

Responsibilities will include some of the following items.

- Develop, route, and update project work plans in WorkZone (project management software) to support team members and project implementation as appropriate.
- Create, edit, review, organize, route, and track project components (in WorkZone) for team or client review while ensuring components are completed according to the production schedule.
- Format and/or revise project materials (such as PowerPoint presentations, factsheets, newsletters, etc.) based on internal review and changes.
- Fulfill the in-house production of program materials (eg, mailings, meeting packets, etc).
- Assist medical communications team with event/webinar registrations (internet and phone) as well as attendee database maintenance.
- Compile program evaluations and prepare evaluation summaries.
- Create and update spreadsheets (eg, attendee, faculty, author, congress, journal) to manage details that will help when developing correspondence, processing expenses, or submitting/printing materials.
- Assist medical and graphics personnel with the creation of data tables and other graphical depictions.
- Assist medical and graphics with data checking of graphical items.

Qualifications

Desired Experience and Skills

- Proven organization and problem-solving skills
- Strong verbal and written communication skills
- Demonstrated computer efficiencies in Microsoft Office, Adobe Acrobat, Excel, PowerPoint, Word and Internet browsers.
- Able to organize and manage multiple details, meet deadlines, and function within a team setting



Job Description

Business Operations Intern (cont)

Education

- Student enrolled in a college or university pursuing a Bachelor's degree in a Business-related discipline. In second year of study or later.

Position Compensation, Schedule and Reporting

- This position reports to an AOIC Operations Executive.
- Position hours and length of position to be discussed with candidate.
- The position is hybrid. Intern is expected to work in Exton, PA office a minimum of two days per week (Tues/Thurs).
- Internship term to be determined but it is assumed that it will begin in Jan 2026.