

**IAC Summer Student - Research and Data Support**

*This opportunity is available to a student looking for full-time hours during the summer, from May through August. You must be eligible to work in Canada, as a member of a virtual team, with the ability to work from home.*

We are looking for a detail-oriented and proactive Summer Student to assist our team with research, data organization, and database support. This is an excellent opportunity for a student interested in gaining practical experience in business operations, data management, and research within a collaborative work environment.

**Key Responsibilities:**

- Conduct basic market and company research to support business initiatives
- Organize and maintain collected data using spreadsheets and other digital tools
- Perform source and reference checks for reports and presentations to ensure accuracy
- Assist with word processing, presentation, or social media, which may include basic formatting and editing
- Support initiatives supporting our data management in IAC's customer relationship management system to ensure consistency, accuracy, and completeness
- Support import/export of data, ensuring clean formatting and proper structure
- Collaborate with team members to understand data needs, challenges, and workflows

**Qualifications:**

- Currently enrolled as a full-time student in Canada
- Strong attention to detail with solid organizational and problem-solving skills
- Familiarity with spreadsheets (Microsoft Excel), word processing (Word) and presentation tools (PowerPoint or Canva)
- Experience working in an Office 365 environment
- Experience with or interest in CRM systems (e.g., Salesforce, HubSpot, or similar) is an asset
- Comfortable working independently, a self-starter, who can work collaboratively in a remote and virtual setting

*IAC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*