

### **About Us:**

CapBay operates an award-winning Supply Chain Finance and Peer-to-Peer (P2P) Financing platform. We facilitate inclusive business financing, using existing trade data and relationships. Through our proprietary credit-decisioning model, businesses of all sizes can obtain short-term financing while banks and investors can participate in high-quality financing deals. Additionally, we aim to revolutionize supply chain financing and continue our path of growth and expansion. With our recent market entries into Singapore and Thailand, we are seeking for an individual who is comfortable in communicating and coordinating with the various regional teams. You can find out more about us at [www.capbay.com](http://www.capbay.com)

### **Summary**

We are seeking a motivated and enthusiastic Client Management Intern to join our team. This internship offers a valuable opportunity to gain hands-on experience in client relations and account management within a dynamic business environment.

### **Client Management Intern**

#### **Key Responsibilities:**

- Assist in maintaining positive relationships with clients through regular communication and follow-up.
- Support the client management team in various administrative tasks, including data entry, file organization, and documentation.
- Participate in client meetings and calls, taking notes and following up on action items.
- Assist in preparing client presentations, reports, and proposals.
- Collaborate with team members to address client inquiries and resolve issues in a timely manner.
- Conduct market research and analysis to identify potential client opportunities.
- Assist in organizing and attending client events and activities.

#### **Key Qualifications and Requirements:**

- Degree in Accounting, Business Administration, Finance, or other relevant courses.
- Strong interpersonal and communication skills
- Excellent organizational and time management abilities, with a keen attention to detail.
- Committed to work and punctual
- Ability to work independently as well as collaboratively in a team environment.
- Willing to learn and support the team in engaging and supporting clients
- Proficiency in Microsoft Office suite, particularly Excel, Word, and PowerPoint.

## What CapBay Offers:

- Competitive starting salary with potential growth opportunities.
- Comprehensive training to equip you for success.
- Supportive, fun and dynamic work environment.
- Opportunity to be a part of an innovative team leading the future of supply chain financing.

## Contact Info

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Talent Acquisition

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**BAYGROUP HOLDINGS SDN BHD (Company No. 201601018609 (1189545-D))**

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