

Business Development Representative – Intern

Description

Job Title: Business Development Representative (BDR) Intern

Company: BuzzIQ Labs

Location: Pune, Maharashtra, India (On-site / Work from office)

Employment Type: Full-time Internship | Freshers Welcome

About BuzzIQ Labs

BuzzIQ Labs is a B2B demand-generation partner helping SaaS and technology businesses attract the right audiences, build trust, and turn demand into measurable pipeline and revenue. Our work brings together go-to-market strategy, lead generation, SEO and AI search visibility, account-based marketing, content, and performance marketing.

About the Internship

We are looking for a curious, proactive Business Development Representative (BDR) Intern to support our business development team. This is an entry-level opportunity for a fresher who wants to learn B2B sales, prospect research, outbound communication, and lead generation in a professional environment. You will receive guidance as you learn how to identify potential clients, research decision-makers, support outreach, and help schedule introductory meetings.

Responsibilities

- **Research prospective clients:** Find relevant B2B SaaS and technology companies and identify potential contacts such as founders, CEOs, marketing leaders, and growth teams using approved research methods.
- **Build prospect lists:** Collect and organize company details, contact information, job titles, LinkedIn profiles, and other relevant information in spreadsheets or the CRM.
- **Support outreach:** Assist with personalized emails, LinkedIn messages, and follow-up activities using team-approved messaging and guidance.
- **Learn lead qualification:** Help identify whether a company may fit our target customer profile based on industry, company size, services needed, and other agreed criteria.
- **Assist with meeting coordination:** Help schedule introductory calls, confirm meeting details, and share relevant prospect context with the business development team.
- **Maintain accurate records:** Update CRM or tracking sheets with outreach activity, responses, lead status, follow-up dates, and notes.
- **Collaborate with the team:** Share prospect responses and common questions, participate in team reviews, and apply feedback to improve outreach quality.
- **Learn and improve:** Build knowledge of B2B sales fundamentals, prospecting tools, company services, professional communication, and responsible handling of business contact data.

Hiring organization

BuzzIQ Labs

Employment Type

Intern

Job Location

Pune, Maharashtra, India

Date posted

October 12, 2026

Qualifications

- Freshers are welcome; prior full-time work experience is not required.
- A graduate, recent graduate, or student nearing graduation with an interest in business development, sales, marketing, or client communication.
- Clear written and verbal communication skills, particularly in English.
- Willingness to research companies, communicate professionally, and learn structured outreach and follow-up processes.
- Basic computer skills, including Google Sheets or Microsoft Excel, email, web research, and LinkedIn.
- Good attention to detail when handling contact data and updating records.
- A proactive, coachable attitude and comfort receiving feedback and working toward team goals.
- Availability to work on-site from the BuzzIQ Labs office in Pune.

Good to Have (Not Mandatory)

- Any internship, college project, volunteering, campus ambassador, customer service, sales, or event coordination experience.
- Familiarity with LinkedIn, Google Sheets, CRM software, or email outreach tools.
- Interest in B2B SaaS, technology, digital marketing, or how businesses acquire customers.

Job Benefits

What You Will Learn

- How B2B prospecting and lead generation support a sales pipeline.
- How to research target accounts and identify relevant decision-makers.
- How to write professional, personalized outreach and follow up appropriately.
- How to use spreadsheets and CRM systems to track prospects and activity.
- How discovery meetings are set up and how sales and marketing teams collaborate.

Contacts

How Success Will Be Measured

Success will be assessed through learning progress, research accuracy, quality of prospect lists, professionalism of outreach support, consistency of follow-ups, completeness of records, responsiveness to coaching, and contribution to qualified meeting generation. Expectations will be introduced gradually as training progresses; the role is designed for learning as well as contribution.