



<https://excelnearshore.com/job/junior-technical-operations-intern/>

## Junior Technical Operations Intern

### Description

**Excel Nearshore** is seeking a **Junior Technical Operations Intern** to support a short-term project with a leading global organization in the medical device industry. This is a 30-day paid internship designed for university students completing their professional practice or recent graduates looking to gain hands-on experience in a corporate, technology-driven environment.

In this role, you will support operational processes within Salesforce Revenue Cloud by executing structured, process-driven tasks related to order management. You will follow defined workflows and checklists to ensure accuracy and consistency while working with internal teams. No prior Salesforce experience is required, as training and system access will be provided.

### Internship Details

- **Duration:** 30 days
- **Start Date:** May 20, 2026
- **Compensation:** USD \$1,200 for the duration of the internship
- **Type:** Temporary Internship / Professional Practice
- **Location:** Fully Remote
- **Schedule:** Full-time availability during standard business hours

### Responsibilities

- Execute manual re-sequencing of order lines within Salesforce Revenue Cloud following defined procedures
- Follow detailed operational workflows and checklists to ensure task accuracy and consistency
- Receive, track, and organize incoming requests from internal teams
- Maintain accurate records of completed tasks and request status
- Perform tasks based on predefined instructions related to order configuration (Mod BOM)
- Ensure completion of assigned tasks within established SLA timelines (24 hours)
- Review outputs carefully to ensure quality and accuracy
- Collaborate with internal teams such as Sales, Customer Success, and Operations as needed.

### Qualifications

- Currently pursuing a university degree or recently graduated
- Strong attention to detail and ability to perform repetitive tasks accurately
- Comfortable working with web-based platforms and basic spreadsheets
- Ability to follow structured instructions and process documentation
- Strong organizational and time management skills
- Reliable communication and accountability
- Strong English communication skills

### Hiring organization

Excel Nearshore

### Employment Type

Temporary, Intern

### Beginning of employment

ASAP

### Duration of employment

Indefinite

### Industry

MedTech

### Job Location

Costa Rica

Remote work from: Costa Rica

### Date posted

May 11, 2026

**Nice to have**

- Previous internship or administrative support experience
- Exposure to business operations, sales support, or process-driven environments

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