

JOB DESCRIPTION

Job Title: Data Analyst Intern
Department: Development
Reports to: Lead Data Analyst
FLSA Status: Non-exempt
Employment: Part-Time (Minimum 20 hrs per week)
Location: Bradenton/Sarasota

Summary: A local technology company focused on building applications within the Natural Product Industry is seeking a data research intern. This position will help provide experience through CRM management, data exploration and analytic strategies. The role of Data Research Intern will be responsible for assisting with various data analytic tasks related to CRM data. Tasks may include working with customer records, conducting data analysis, customer account as well as, but not limited to assisting with organizing and merging digital customer records

Essential Duties and Responsibilities

- Update customer records in CRM
- Verify customer record data via online research
- Identify data anomalies in data, records or reporting
- Validate customer record status

Qualifications/Requirements

- Proficiency in Excel
- Dependable
- Self-motivated
- Excellent verbal and written communication skills are required
- Excellent time management and organizational skills
- Keen attention to detail
- Comfortable with google and conducting internet searches

For interested applicants, please send your resume to careers@geniuscentral.com