



**TITLE:**

Business Analyst – Intern

**SUMMARY:**

This internship position is primarily responsible for tracking and reporting financial data within the FTT organization.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Creates and maintains tracking spreadsheets and project plans.
- Tracks and reports all FTT project financial data.
- Maintains project status plans and on-boarding opportunity plans.
- Maintains, measures and reports on key business operational performance metrics.

**REQUIRED SKILLS:**

To perform this job successfully, an individual should have knowledge of: Spreadsheet Software (Excel); Word Processing Software (Word); Presentation Software (Power Point).

**OTHER SKILLS AND ABILITIES:**

- Requires good critical thinking and interpersonal skills
- Knowledge of office software, organizational abilities and strong attention to detail
- Have excellent organizational, verbal and written communication skills.
- Must have a professional, outgoing, customer-service oriented manner.
- Ability to interact with a variety of people, and remain calm and professional in stressful situations.
- Must be friendly, courteous, flexible and enjoy working with a variety of staff and guests.
- Must possess working knowledge of computers and software (Microsoft Office).
- Must be detail-oriented and work effectively under pressure while meeting all applicable deadlines.
- Must be able to work independently and productively with minimum supervision; work well under pressure; able to manage multiple projects.

To apply, submit cover letter and resume to: [Jobs@Zayo.com](mailto:Jobs@Zayo.com)

Please reference the title