



TITLE:

Business Operations Analyst – Intern

SUMMARY:

This internship position is primarily responsible for work with a Product Management team to provide data analysis and reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides revenue assurance for waive services.
- Creates dashboard, reporting tools, sales tools, maps, presentations and collateral materials for the product team.
- Assists with the definition, measurement and reporting of key business performance metrics.
- Verifies sales data accuracy and completion, and routinely interacts with Sales, Finance, Accounting, and Operations in order to improve or update data
- Defines, measures and reports on key business performance metrics, and determines data clean-up efforts and/or processes enhancements necessary to improve the quality and accuracy of these metrics

REQUIRED SKILLS:

To perform this job successfully, an individual should have knowledge of: Database Software (Access); 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

Please reference the title