REPORTING ANALYST INTERN

COMPENSATION: Minimum Wage
HOURS / WEEK: 38-40; hours to be determined
START DATE: June 13, 2022
LENGTH OF INTERNSHIP: 10 Weeks

INTERNSHIP OPPORTUNITY

When you intern for AgileOne through the AppleOne **Intern-to-Dream®** program, you will join a team of forward thinkers in our 10-week innovative program that focuses on turning you into a leader in the workplace. We offer unique internal corporate & branch internships in addition to networking opportunities with our leading partners. Our internships come with hands-on projects, virtual workshops, career coaching, orientation, graduation & certification. Many of our past interns have gone on to secure positions with great companies and some have also joined the ActOne Group as internal employees. The AppleOne internship experience is second to none. When you intern with us, you become part of a family that will always be there to guide you throughout your career.

JOB DESCRIPTION

Assist with configuration and data collection and organize information into online reference tool used by all implementation team members. This support would elevate the teams' ability to be more organized in its operations, resulting in faster implementation results. The intern will have the ability to learn how organize multiple, complex pieces of information and will have access to multiple forms of data requirements and software programs. They will also learn how to oversee technical documentation in a business setting.

The intern will:
- Partner with key implementation team members (Project Managers + Solutions Architects) to collect data across all active AgileOne accounts. Review, analyze, and arrange information and place in correct online files for use by team.

KEY QUALIFICATIONS:
- Ability to review complex documents
- Strong Microsoft Excel skills preferred
- Ability to read and interpret contracts
- Ability to work autonomously
- Strong attention to detail

COMPUTER/SYSTEM SKILLS REQUIREMENTS:
Must be proficient in the following computer applications:
- MS Office: Windows, Word, Excel, Outlook
- Internet Explorer

TO PARTICIPATE IN APPLEONE'S INTERNSHIP PROGRAM, YOU MUST MEET THE FOLLOWING CRITERIA
- Applicants must be able to complete the 10-week internship program and attend orientation on Monday, June 13, 2022 and graduation on Friday, August 19, 2022.
- Accepting Seniors and Juniors; Senior interns preferred.
- Applicants must be actively enrolled in an accredited university or college.
- Applicants must be eligible to work in the United States without sponsorship by the company.