



Analyst Intern – Business Development

NovaSource Power Services is looking for an Analyst Intern in the Business Development group. The intern will be assigned a project to complete during the duration of their internship and will focus on a project or process improvement to support the growth and scale of NovaSource Power Services Business Development team and strategy.

The experience we would expect the ideal candidate to deliver is:

Essential Duties and Responsibilities:

- 1) Process Mapping and Optimization
 - (a) Create business processes for cross-functional teams for partially developed or undeveloped O&M activities
 - (b) Determine process changes necessary to improve operations
 - (c) Successfully implement processes and ensure full adoption across the department
- 2) Project Management
 - (a) Lead cross-functional teams to tackle large mission-critical initiatives within the O&M organization
 - (b) Set deadlines and schedules for the initiatives; manage the team to these schedules and deadlines
 - (c) Engage the team in regularly cadenced meetings to ensure project progress and identify issues and roadblocks
 - (d) Create presentation material for executive sponsors to communicate project progress
- 3) Data Analysis
 - (a) Complete data analysis necessary to support project initiative (Data may be financial, operational, or technical in nature)
 - (b) Sort through and extract specific data from operational data (e.g. Work Orders, Invoices, Maintenance data, etc.) using Excel, SQL, other data connections to databases
 - (c) Summarize conclusions and/or recommended next steps through the interpretation of data and implement these recommendations

Education, Experience, and Other Requirements:

- Minimum 2 years of college experience in project management, engineering, business, finance or other related major.
- Excel skills required, with VBA and SQL experience a plus
- Strong verbal/written communication, analytical, organizational, & time management skills
- Operationally focused, highly motivated, self-starter who is committed to excellence
- Well-developed professional interpersonal skills; ability to interact effectively with people at all levels of the organization, customers and vendors
- Enthusiasm for working with and directing cross-departmental and cross-functional teams, including internationally, to create improvements or solve issues
- Able to work in a fast-paced, high-ambiguity office environment

Language Skills

- Create written reports/PowerPoints/emails to communicate findings internally
- Regularly communicate findings, concerns and needs to internal teams

30 hours/week

\$15/hour