



Project Management Analyst Intern

NovaSource Power Services is looking for a Project Analyst Intern in the O&M Transformation (Project Management) group. The intern will be assigned a project to complete during the duration of their internship and will focus on process improvement to support the growth and scale of NovaSource Power Services.

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 construction management, 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/e-mails to communicate findings internally
- Regularly communicate findings, concerns and needs to internal teams

30 hours/week

\$15/hour