



Council for Educational Travel USA

Trainee/Internship Program Offer **(10575) Data Analyst Program – New York, NY**



Program Duration: 12 – 18 months

Compensation: \$17.00 per hour

Housing: not provided

Number of Position Offered: 1

Host Company Description:

The host company is a family-owned, children's furniture manufacturer and distributor located in New York City. It sells its products at major retailers like Walmart, Target, and Amazon, or at small, local shops. They donate ten percent of all profits towards improving the lives of underprivileged children by giving back to the communities that need help the most.

Position Description:

- Design & maintain Power BI dashboards (build data models, write DAX calculations, etc.)
- Develop & automate advanced Excel reports using pivot tables, XLOOKUP, and formulas
- Analyze business trends and operational KPIs to identify performance issues and opportunities
- Manage daily operations within Amazon Seller Central (inventory replenishment, listing updates, and backend catalog maintenance)
- Monitor and troubleshoot Amazon marketplace issues

Applicant Qualifications:

- To apply for the **Internship** program, you must be an undergraduate student of **business management** OR a recent graduate starting the program within 12 months of graduation.
- To apply for the **Trainee** program, applicants must hold **business management** degrees and have at least 1 year of professional work experience related to the degree, OR be career professionals with 5 or more years of professional experience in this field
- **Advanced English is required** with strong communication skills
- Proficient with MS Office and Excel, with strong data analysis skills, prior experience is a plus
- Ability to effectively work with an internal team and customers

How to Apply:

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title