

Trainee/Internship Program Offer

(2021) Business Analysis & Amazon Operations 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:

- Analyze trends, operational KPIs, and business performance using Power BI (dashboards, DAX, data modeling, etc.) and Excel (pivot tables, XLOOKUP, logic-based formulas, automation, etc.)
- Manage the Amazon Seller Central (inventory replenishment, listing updates, backend catalog maintenance, etc.)
- Day-to-day troubleshooting and operational oversight

Applicant Qualifications:

- To apply for the **Internship** program, you must be an undergraduate student of **business management/data analysis** OR a recent graduate starting the program within 12 months of graduation.
- To apply for the **Trainee** program, applicants must have either a degree or professional certificate from a foreign post-secondary academic institution and at least 1 year of prior related work experience in the **business management/data analysis** field acquired outside the United States OR 5+ years of experience in this field.
- Experience communicating with customers & high-level experience with social media ads
- Excellent English language skills, highly organized, and strong logic and problem-solving skills
- **Required qualifications:** Power BI (expert level), Excel (expert level), prior experience with Amazon Seller Central

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