



Posting Date: July 7, 2017

Position: Business Intelligence Intern

Department: Sales

Reports To: Business Intelligence Manager

- Perform research tasks to gather data pertaining to industry, company and customer trends
- Analyze qualitative and quantitative data to uncover competition and industry information
- Evaluate pertinent data by performing a variety of task analysis and business processes
- Maintain scorecards to measure DGY Share, Volume, Distribution, Feature/Ad Display
- Conversion and provide insights for Salesforce to execute
- Troubleshoot data discrepancies with internal and external sources
- Assistance with ad-hoc requests from Executive, Sales, Marketing, Business Planning
- Write technical reports and manuals for the benefit of end users
- Design workflow charts and write Standard Operating Procedure guides for system usage
- Provide support to the Sales & Marketing team in preparing business plans and strategies
- Prepare Summaries of findings for use in Sales presentations & Executive reviews
- Work with Sales management team members to identify and evaluate upcoming business opportunities
- Assist the marketing department in developing marketing material with a view to support the company's marketing strategies