



Business Systems Data Analyst Intern

Reports to: Data Governance Specialist

Department: IT-PMO

Classification: Non-Exempt

Last Updated: December 12, 2024

Job Summary:

Learn and work with our enterprise resource management (ERP) and customer relationship management (CRM) systems. Primarily responsible for data entry and assist with data cleanup initiatives within our CRM. Work with our IT and Marketing departments to process consumer and dealer campaign submissions. Other duties would include monitoring and validating data entered by others to ensure accuracy and conformity to data standards.

Essential Functions:

- Data entry of consumer and dealer information into our CRM
- Process consumer warranty and product registration submissions
- Process orders into our ERP system
- Monitor, analyze, and investigate data issues and trends
- Develop queries and build dashboards to identify data issues
- Database clean-up projects to remove duplicates and ensure accurate data
- Other duties as needed

Job Qualifications:

- High School Graduate
- Basic understanding of business systems (CRM and ERP)
- Experience with data analysis, creating queries, and building dashboards preferred
- Experience with Power BI or similar technology desired
- Excellent verbal and written communication skills
- Strong typing skills and ability to use online web services such as address lookups
- Must be detail oriented and able to move from project to project effectively