**Sector: Business Diverse**

**COMPANY NAME**

**Business Analyst Intern**

**Summary of Position**

The **COMPANY NAME** is a leading global professional services firm providing a broad range of risk, retirement and health solutions. For example, the company helps other companies determine what type of health care plans to provide for their employees. The company is a global company with 50,000 employees in 120 countries and its New Mexico office has been consulting New Mexico businesses for over 30 years. The company supports clients by helping them make choices and offer products that improve performance.

The Business Analyst Intern will be embedded in the Health and Benefits & Sales Teams. Through their work supporting data analysis, conducting research and event planning, the Intern will learn about how companies compete with each other to attract and retain talent within their companies.

This position is ideal for someone interested in understanding how businesses operate in New Mexico, likes reading and researching about companies, and is open to learning new things and taking direction.

**Essential Functions**

* Utilize our digital platform to conduct online research on different companies. Prospecting potential new clients.
* Filter and synthesize New Mexico business news.
* Data entry and manipulation: Updating of Excel worksheets.
* Manage client data, research, contacts. Manage data using spreadsheets for the Health Benefits Team.
* Event planning and management.
* Attend staff meetings and support creation of PowerPoint presentations.
* Attend occasional sales meetings and networking events.

**Hard skills**

* MS Office: especially Excel.
* Strong reading & research skills.
* Data entry/typing
* Ability to organize data
* Critical thinking skills

**Soft skills**

* Ability to work independently.
* Able to ask for help/clarification
* Interested in New Mexico business landscape

**Working and Physical Conditions/Additional Requirement**

Work occurs in a typical office setting, including time offsite for job site visits and client meetings. This role entails extended time working at a computer, and thus requires someone intrinsically motivated and able to work independently. Office hours are 9:00 am to 5:00 pm Monday-Friday. Intern availability Tuesday mornings 9:00 am to 11:00 am is requested, due to recurring all-staff meetings.

**Location:**