



## Project Administrator & Data Analyst Intern

Project Administrator and Data Analyst internship position to assist Daycos with a variety of functions that supports day to day operations. You will be trained how to use the tools necessary to accomplish the tasks.

### Responsibilities may include:

- Capture and report on decisions made during cross-department project meetings
- Facilitate conversations during cross-department project meetings
- Create reports utilizing PowerBI software and report on findings
- Build customer business rules within our internal software

### Desired skills:

- Positive attitude – It is great when things work perfectly, but when it doesn't, you can stay calm and cheerful when things go wrong.
- Communication – You can listen and say information clearly when you speak or write.
- Teamwork – You like to help and collaborate with others.
- Willingness to learn – You want to learn new things to improve your skills.
- Thinking skills – You try and solve problems.

### Position details:

- Summer Internship
- 20-40 hours per week
- Location: 1500 Riverside Boulevard | Norfolk, NE 68701
- To Apply: Please email resume to [jobs@daycos.com](mailto:jobs@daycos.com)