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# Example of Business Intern Job Description

Our growing company is hiring for a business intern. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for business intern

* Learn the Business Development lifecycle and help with a variety of tasks
* Analyzing new business requirements and identifying most effective Supply Chain approaches to achieve requirements
* Understand the complete BI solution lifecycle
* Participate in technical meetings to review business intelligence portfolio and understand the program management of business intelligence and analytics
* Understand Business Requirements, including reviewing process flows and data sources, and documenting requirements
* Execute test scenarios using existing documentation
* Perform issue identification, tracking and resolution, from issues found during testing
* Deploy communications or training for new reports or enhancements
* Supports customer quoting and billing processes
* Supports public competitions

## Qualifications for business intern

* Must be pursuing a Bachelor’s or Master’s in a Business or IT related field
* Ability to work at least 16-24 hours per week during the school year and up to 5 days (40 hours per week) during the summer of 2017 based on performance and business need
* An individual seeking professional-level experience related to a new career, a change in career, career broadening or a full-time college student working toward a related degree from a recognized institution required
* Excel Macros, statistical analysis tools
* Experience with R or programming or Python for data analysis preferred preferred
* 12 week internship, start as soon as the 5th of December 2016