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# Example of Data Analyst Intern Job Description

Our company is hiring for a data analyst intern. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for data analyst intern

* Utilizing Microsoft Excel to create pivot-tables, charts, and reports that are sourced from data from the data warehouse, to be shared with managers and peers across the company
* Automating EM reports to avoid manual work
* Create data pipelines to improve analysis (Nice to have)
* Create visual charts/images to represent results of data analysis
* Add visuals to enhance reports and help tell the story behind the data
* Design the look and feel of reports
* Populate content
* Proofread reports for grammar, spelling, consistency
* Calculate descriptive statistics
* Format data files to make visually appealing

## Qualifications for data analyst intern

* General project management abilities
* Use of intermediate skill level in Excel (pivot tables, functions)
* Database data entry
* Manual analysis of data
* SAP/ Tableau/ Birst/ Coupa
* Knowledge of Microsoft or Qlikview or Tableau experience is preferred