



Data Analyst Internship Family Tree Farms: Summer 2020

INTERNSHIP SUMMARY

Family Tree Farms is looking for a Data Analyst for the 2020 summer season. This position is located in Reedley, California and reports directly to the Sales Manager. The Data Analyst Intern will work with various departments with daily tasks and projects and must be able to attend various events as required below. This is a great opportunity to learn about the fresh produce industry.

DESIRED QUALIFICATIONS

- Sophomores, Junior and Seniors enrolled in an Undergraduate or Graduate degree program
- Pursuing a degree in computer science, mathematics or business-related field
- Excellent interpersonal, written communication skills and computer proficiency
- Advanced Microsoft Word, Excel and PowerPoint skills
- Confident verbal and written communication skills for interacting internal and external company
- Experience in agriculture is a plus but not required

WORK SCHEDULE, TRAVEL AND HOUSING REQUIREMENTS

- Summer 2020 May/June-August/September with potential for a continued part time internship through fall.
- Hours vary 6:30 A.M.-3:30 P.M. Flexibility with work schedule is a must.
- Requires local area travel, personal use of a vehicle; must have valid drivers licenses and be insured. Work-related mileage will be reimbursed.
- Must seek own housing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist sales staff
- Assist in coordination of order fulfillment with shipping
- Data base analysis and reporting
- Hosting customer tours: early morning set up for customer meetings on required days

Special Potential Projects

- Customer product samples
- Assist Sales, Marketing, Food Safety & Farming Departments
- Gather data from outside sources to compare with internal data
- Run reports and gather data on industry data, company sales data & farming data
- Present data findings
- Other duties and tasks assigned

APPLICATIONS

Please send resume and cover letter to INTERNSHIP@FAMILYTREEFARMS.COM
(SUBJECT:DATA ANALYST INTERN – INTERNSHIP PROGRAM) Qualified candidates will be contacted for interviews.

*** Internship will be paid a competitive rate based on experience**