

**INFINITY  
NON-EXEMPT  
POSITION DESCRIPTION**

**JOB TITLE:** Analyst Trainee Intern  
**DIVISION:** National Marketing  
**DEPARTMENT:** National Marketing  
**REPORTS TO:** Director, Consumer Sales  
**JOB CODE:** MKT039  
**DATE:** June 2017

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**PURPOSE OF POSITION:**

Assists Customer Insights & Analytics Team with Preparation, manipulation, and summarization of data related to Consumer relationships. Uses analytical skills by leveraging data in order to shape meaningful initiatives that increase sales. Assists in the design, development, documentation, and maintenance of customized software applications.

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**SPECIFIC ACTIVITIES:**

1. Develops knowledge of functional, non-functional and business requirements to assist with the design and development of simple software applications and model data relationships and to research and recommend new software products.
- \*2. Learns to utilize programming & technical skills in various languages and products currently used by the company as specified for the position including Java, J2EE, Javascript, , C#, C/C++, .net, Webservices, and/or SQL, webserver and markup languages such as HTML, CSS, XML, JSON.
3. Assists Customer Insights & Analytics Team with projects and analyses using SQL queries.
- \*4. Maintains and utilizes database assets used to serve the Customer Insights & Analytics team and its internal customers.
- \*5. Provides standard data to multiple teams within Infinity, including the Agency Relationship, Direct-to- Consumer Sales, National Marketing, Digital Marketing, and Customer Care teams.
6. Learns to write unit tests and perform integration testing to ensure high application quality and meet business requirements.
7. Learns to administer, customize, and report using our CRM Software (Microsoft Dynamics CRM) and/or any other software currently used for customer management.
8. Learns and applies various deployment methods and tools and develops scripts or procedures for efficient processes.
9. Maintains the collection of web/external Marketing data.
10. Performs all other duties as assigned.
11. Must have regular predictable attendance.

**WORKING RELATIONSHIPS:**

INTERNAL: All levels of company personnel

EXTERNAL: Agents, vendors and others

**SUPERVISION EXERCISED:** None

**SPECIALIZED KNOWLEDGE AND/OR SKILL REQUIREMENTS:**

1. Must be working towards a Bachelor of Science degree in Computer Engineering, Computer Science or a related area of study
2. Knowledge of Excel and basic skills in statistical, programming, or data collection software packages. Experience using relational databases and ETL tools a plus but not required.
3. The basic ability to manipulate structured data through SQL and familiarity with data modeling techniques a plus. Data visualization experience a plus (PowerBI, Microstrategy, Tableau, etc.).
4. Knowledge of Java, J2EE, Spring, Hibernate, Tibco (AMX, BW, BE), Webservices, Subversion, Jenkins, Oracle11g, iPlanet, .net, C#, C++ is preferred.
5. Must be a self-motivated, goal-oriented individual with above average organizational skills.
6. Must exhibit strong analytical skills.
7. Must exhibit strong interpersonal skills and professional decorum.
8. Must possess strong time management skills.
9. Ability to adapt to an ever-changing environment.

**SPECIAL DEMANDS OR WORKING CONDITIONS:**

1. This position will often require a varying schedule with additional hours to meet deadlines.
2. Must have the ability to effectively manage multiple projects amidst changing priorities and interruptions.
3. Work hours and schedule will vary depending on projects.
4. Some overnight travel may be required.

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All the above accountabilities and activities indicated with an asterisk (\*) are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees will be required to perform any other job-related instructions as requested by their Supervisor, subject to reasonable accommodation.