**JOB DESCRIPTION**

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| **JOB INFORMATION**  |
| **Position Title** | Consulting Business Analyst Intern |
| **Reports to**  | Consulting Team |

**Overview**

The Consulting Business Analyst Intern will participate in a dynamic and analytical role under supervision, supporting the creation of business plans, conducting preliminary feasibility studies, assisting in drafting economic impact reports, developing basic commercial documents, and helping to craft marketing materials. This internship aims to support Steel River Group of Companies in identifying future opportunities and potential challenges to enhance and sustain its performance through hands-on learning and project involvement. Seeking this role for the Fall of 2025.

**Key Responsibilities**

* Assist in performing analysis on data models, creating customized reports and ad-hoc analyses, monitoring trends, and summarizing findings with the guidance of senior analysts.
* Support research into funding opportunities and grants for various projects.
* Help generate simple business plans, feasibility studies, and economic impact assessments under mentorship.
* Learn to use metrics to formulate recommendations for business strategy and operations, assisting in presenting these to leadership.
* Contribute to executing cost-benefit and other analyses to determine the best solutions and methods for project implementation under supervision.
* Manage and prioritize tasks within multiple projects concurrently, with oversight.
* Collaborate with different divisions and departments, providing support as needed.
* Assist in researching industry reports, trends, new technologies, and potential acquisitions to stay ahead of the curve.
* Support a culture of creativity in problem-solving, relationship management, and communication to drive results.
* Undertake additional duties and tasks outside the primary scope as necessary to support the business and enhance learning.

**Job Requirements**

 **Qualifications and Experience**

* Currently a full-time student enrolled in a degree specializing to business analysis, management, or a related field.
* Eagerness to learn new technologies, including Excel Macros, Microsoft Power Platform (PowerApps, Power Automate, Power BI), and AI tools such as GPT models, Midjourney, etc., with a positive attitude towards training.
* Previous internship experience is an asset, but a keen willingness to learn and a proactive approach are essential.

**Skills and Knowledge**

* Demonstrated aptitude for analytics
* Ability to analyze and resolve issues with skills to make recommendations based on relevant experience
* Ability to make sense of complex, high quantity, and sometimes contradictory information to effectively solve problems
* Knowledge of and ability to apply performance management theories, concepts, methods, best practices, and techniques
* Ability to quickly adapt to changing priorities in a fast paced, dynamic and deadline driven environment
* Ability to maintain confidentiality when dealing with sensitive documents
* Excellent communication skills: written and verbal skills, organization abilities, proven attention to detail, and effective yet tactful negotiation skills
* Excellent computer skills, specifically in Microsoft Office (Excel, Word, Outlook, PowerPoint)
* Collaborative approach and attitude towards work
* Understanding and commitment to Indigenous culture, history and community development considered an asset

**Working Conditions**

* General office environment
* This position is based out of our head office in downtown Calgary
* This position is a 40 hour work week (Monday to Thursday, 10 hour days)