



Business Analyst Intern Job Description

About Planted:

Planted Detroit is an indoor, vertical hydroponic CEA (controlled environment agriculture) farm in the Islandview neighborhood of Detroit. We grow baby greens, microgreens and herbs from seed to harvest, and we harvest, pack and deliver both wholesale agricultural products as well as value-added products such as our ready-to-eat lunch salads. As a company, we are committed to providing high quality, sustainable, healthy food to our community. Planted Detroit is currently seeking applicants for a business analyst intern. This is a paid internship.

Position Summary:

Planted Detroit's business analyst intern plays a vital role in a company's business analysis and will assist in making recommendations for projects under their care. An individual working in this position will be required to work on several projects at the same time and report back to Planted Detroit leadership on project progress, challenges, adjustments and conclusions, including process adjustment suggestions. The intern projects are technically aimed at identifying saving opportunities, business growth tactics and process improvements.

Planted Detroit business interns ideally will be currently degree seeking or in possession of a business or technical degree as well as possess some knowledge of business processes and project management. Since you will be working on multiple projects at the same time, it is also essential to be a good task and time manager, possess business analysis skills, and preferably have experience in technical report writing and business presentation.



Primary Responsibilities:

Costing analysis project:

- Utilizing existing costing spreadsheets, review and revise all data, data sources, logic, equations, connections and conclusions;
- Evaluate pertinent data by performing a variety of task analysis and business processes;
- Work with key business group leaders to identify and evaluate data sources and update costing analysis based on historical changes and future updates;
- Assist Planted Detroit teams in gathering and analyzing project requirements and transferring this information to other departments;
- Perform reciprocal research and share potential opportunities within the context of the costing project;
- Assist Planted Detroit teams in monitoring project processes and resolving issues along the way;
- Design workflow charts and write requirements for system changes;
- Implement modifications to existing costing spreadsheet in a bid to improve costing and pricing systems and tracking;
- Write and publish progress reports, identify project milestones and recommend needed modifications.

Additional tasks:

- Address any data discrepancy issues across all open projects to the management;
- Develop detailed reports on market research initiatives and provide ideas on how this research fits into current projects;
- Analyze qualitative and quantitative data to understand Planted business processes and identify areas of improvement;
- Perform research with a view to gathering data pertaining to industry, company and customer trends that may be applicable to the costing project;
- Handle a range of project planning and coordination and information system analysis tasks;
- Write technical reports and manuals as needed;
- Assist the sales and marketing department in developing marketing material with a view to supporting the company's marketing and promotional strategies;
- Assist the sales department in developing a rapport with existing and new customers with a view to increasing sales.