

Business Analyst Paid Internship, Part/ Full-Time

Asia Pacific Airlines is in search of a talented college graduate looking for an enriching paid internship opportunity. Come join Asia Pacific Airlines- an all-freight, all-jet airline based in Guam and a wholly owned subsidiary of Tan Holdings Corporation!

Business Analyst Internship:

The intern will complete special projects assigned by Senior level management and respond directly to the Lead Analyst. Final project outcomes will be presented to and evaluated by Senior level management. In this internship, the intern will have the opportunity to gain valuable experience in a fast-paced business industry, work alongside a diversity of experienced professionals to learn new skills and tools, and actively contribute to the overall success of the company. Full-time employment commensurate upon successful completion of the internship.

Internship: June 15, 2018 – September 15, 2018

Duties and Special project tasks include but are not limited to:

- Assist in preparing business presentations, reports, and documentation;
- Analyze business data and interpret results to inform management;
- Assist in root cause analyses to provide feasible recommendations for resolution;
- Conduct research to gather data pertaining to industry, company, and customer trends;
- Assist in identifying new opportunities to provide valuable metrics to the organization;
- Complete routine clerical assignments;
- Other duties as assigned;

Education: Bachelor's degree in the field of Business, Accounting, Science, Mathematics or related field

Qualifications:

- Microsoft Office Suite experience (in particular Word, Excel, PowerPoint) a requirement, Microsoft Access experience an asset.
- Excellent written and verbal communication skills
- Strong organizational skills and attention to detail
- Ability to manage time given multiple project deliverables
- Ability to receive direction and work independently without continuous supervision
- Add, subtract, multiply, and divide in all units of measure
- Compute rate, ratio, percent, and percent difference/ change
- Create and interpret basic spreadsheets, tables, and graphs

Work Environment:

Office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For more information or to Apply (submit your cover letter, resume & transcript), contact:

Cynthia Lai, Human Resources Representative
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