



Analyst Intern – Wausau, WI

For over 50 years, Wausau Homes has been a recognized leader in the home building industry that prides itself on Redefining the Homebuilding Experience.

Our brand promise focuses on taking the stress and anxiety out of the home buying process by providing firm pricing, a firm move-in date and a home customized just the way the customer wants it. The company has built more than 150,000 homes throughout the Midwest, ranging from starter homes to vacation dream homes.

Today, as a market driven company, Wausau Homes has a driving force that is a promise of opportunity for prosperity, success and creating opportunities for all. We are looking for individuals to join our team that share our core values and passion for the building industry.

Summary:

The **Analyst Intern** play a key role in business analysis procedures and assists in making recommendations for projects under their care. They will access, analyze, and report on information aimed at identifying cost saving opportunities and process improvements. This position will assist the Marketing Manager in identifying key areas for process improvement to drive sales across the organization through technical analysis and reporting.

Essential Duties and Responsibilities:

- Gather and analyze project requirements across departments to understand scope of impact and information requirements.
- Define application problems by working with users; evaluating procedures and processes.
- Develops solution by preparing and evaluating alternative workflow solutions.
- Perform research tasks to gather data pertaining to industry, company, sales team, and customer trends.
- Analyze qualitative and quantitative data to uncover organizational weaknesses and opportunities.
- Evaluate pertinent data by performing a variety of task analysis and business processes.
- Handle a range of project planning and coordination and information system analysis tasks.
- Write technical reports and manuals for the benefit of end users.
- Perform evaluation on newly set up system resources.
- Develop detailed reports on market research initiatives and provide ideas on how this research fits into current projects.
- Design workflow charts and write requirements for system changes.



- Assist Marketing Manager in monitoring project processes and resolving issues along the way.
- Report progress and developments on a weekly basis with key managers.
- Assist the Marketing department in developing builders and new customers with a view to increase sales based on sales data analysis.
- Address any data discrepancy issues within the Customer Relationship Management tool
- Assist in preparing information and research materials.
- Manage databases and input information, data, and records.
- Supporting the marketing team in daily administrative tasks.
- Set up, break down, organize, and maintain conference rooms, training rooms, and meeting rooms as needed.
- Answer phone inquiries, direct calls, and provide basic company information.
- Assist with the organization of all aspects of the home show season including schedule, display coordination, logistics, communication of needs to internal staff, troubleshooting problems, and maintenance of materials as needed.
- Other duties as required.

Qualifications:

The ideal candidate would be well rounded in all aspects of marketing including online and offline. Extensive knowledge including:

- High level of written and oral communications skills, with a confident and professional manner.
- Ability to coordinate complex projects with multiple deadlines and budgets, including proven time management skills.
- Basic knowledge of project management and business or technical degree is preferred.
- Must be trustworthy and able to work with highly confidential information.
- Proficient in Microsoft Office – specifically Microsoft Excel, Word, Outlook and ability to generate Power Point presentations with creative use of clip art, color, etc.
- Initiative: Takes independent actions; looks for and takes advantage of opportunities to serve; asks for and offers help when needed.
- Organizational skills a must.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Education and/or Experience:

- High school degree or equivalent; must be enrolled in an accredited university/college program to receive credit

Employee Benefits:

- Health, Dental, Vision, Life and Disability Insurance
- 401(k) with employer match
- Holiday, vacation and personal days
- Employee discount on home purchase

Please send or email a copy of your resume to:

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