Job Description

Job Title: Summer Intern Analyst
Department: Commercial Banking Group
Reports to: Chief Lending Officer
FLSA status: 
Prepared date: April 8, 2019

Summary
This position supports functions within the Commercial Banking Group by performing assigned data analytics with the Bank’s Customer Relationship Management (CRM) system, sales strategy planning, organizational, technical and professional projects. Additionally, this position will provide analytical support to other areas of the Bank, as needed.

Essential Functions and Responsibilities

1. Analytical and Project Support:
   - Performs data analytical work on the Bank’s CRM as Chief Lending Officer and/or his or her designee.
   - Performs data input using MS Excel and the Customer Relationship Management (CRM) system and assisting in the migration of Excel-based reports into MS Access while making recommendations on potential process improvements or ways to operate more efficiently.
   - Works with MS Word, Excel, Access, PowerPoint, Outlook and other Bank-related software programs; be able to navigate the internet and intranets and use technical equipment appropriately.
   - Assists with producing weekly team reports with data obtained from the CRM.
   - Assists with performing due diligence in Vendor Database Management system.
   - Assists with special projects, as assigned by management.
   - Ensures sensitive documents and information is handled in a confidential manner.
   - Performs duties quickly and accurately.
**Experience Required:**
Strong PC skills, including MS Word, MS Excel, MS Access, MS Outlook and MS PowerPoint. The ability to complete assigned responsibilities in a satisfactory manner.

**Competencies and Skills for successful performance**
- A proactive, open and effective communication style to be able to work with all levels within and outside the organization.
- The ability to work well with others while maintaining a “can do” attitude.
- Strong organizational and writing skills, accuracy and attention to detail, with the ability to simultaneously manage multiple projects and priorities.
- Self-motivated, self-starter.
- The ability to ensure confidentiality, security, and safe keeping of all information, documents, currency, or other negotiable instruments, which may be handled in this position.
- The ability and desire to learn new things multi-task and juggle multiple changing priorities.
- Manage time and resources efficiently/effectively.

**Physical/ Mental demands and work environment**
- Sedentary, on average 3 hours per day.
- Repetitive use of computer and keyboarding, on average from 2–4 hours per day.
- Demanding at times to meet established deadlines that arise with short notice from time-to-time.

If interested, to complete an employment application, please visit Career Opportunities (General Inquiries) located at [www.cityfirstbank.com](http://www.cityfirstbank.com).