Datassential- Big Data Intern
http://new.datassential.com/

Datassential is a leading market research firm for the food industry, combining research with expert insights from a team of creative, inquisitive problem-solvers and food lovers. Datassential is a full service firm offering both syndicated and custom research solutions to a number of Fortune 500 clients. Datassential also has the largest and most accurate menu database in the marketplace today.

We have an internship available in our downtown Chicago office. We're seeking a highly organized, enthusiastic entry level candidate with a passion for food and a willingness to learn to join our team. We are an entrepreneurial company with a casual work environment and great opportunity for growth. If you are looking for an exciting, fast paced, business environment, this is the company for you.

Want to see what it's like to work at Datassential? Watch here! https://youtu.be/0dFU158ayAE

Key responsibilities
- Manage calendar and maintain all of the deadlines for 20+ clients
- Organize weekly file maintenance (opens, closes, phone disconnects - managing the teams to get this work completed and updated in internal database)
- Schedule the data captures with external scrapers - tracking due dates from them and then scheduling the work flow for data updates
- Work with data matching teams using internal software/file out dates, file return dates
- Continually improve and expand the documentation of operational processes and procedures
- Handle day to day department data entry goals

Skills
- Associates degree or higher preferred in Business, Information Systems, or related field
- Superb Excel skills
- Quick learner
- Strong written and oral communication skills- working with global vendors
- Highly organized and detail oriented- candidate will be a stickler for accuracy in their own work as well as their colleagues' work
- Ability to work on multiple priorities and/or projects simultaneously
- Self-starter and ability to work independently