



CETUSA
Council for Educational Travel, USA

Trainee/Internship Program Offer

(10500) Business Operations Analyst - New York, NY



Start Date: April 2021

Program Duration: 12 - 18 months

Compensation: \$15 per hour

Housing: not provided

Number of Position Offered: 1

Host Company Description:

The host company is located in New York City and it is a leading national vein center that provides cutting-edge treatments for varicose veins, spider veins and other types of vein disease or venous insufficiency. The clinic's doctors pride themselves on providing personalized, patient-focused care through individual attention and treatment plans to best meet each patients' needs.

Position Description:

The program participant will aid in analytical and operational support to drive decision making and continuous improvement in the organization's financial, operational, and clinical organization. The position incorporates elements of data analytics, research, systems management, continuous improvement, and business development at a growing multi-location healthcare company.

- Provide analytics, reporting, and insights for strategic projects, ongoing results/tracking of KPIs, dashboards, etc. to drive key business decisions.
- Maintain tracking, trending and forecasting of clinical capacity and other operations.
- Assist in operational assessments of existing practices as well as in the preparation of business plans for new practices and/or lines of business.
- Provide management team with identified risks, concerns, and ambiguities discovered within prepared analyses; assist team in developing solutions.
- Identify opportunities for operations or systems process improvements, provide analysis, propose change and communicate strategies.

Applicant Qualifications:

- To apply for the **Internship** program, you must be an undergraduate student of **business management** OR a recent graduate starting the program within 12 months of graduation.
- To apply for the **Trainee** program, you must hold a bachelor's degree in **business management** and at least 1 year of work experience OR be a career professional of 5 or more years in related field.
- Applicants must speak advanced English

- Demonstrate aptitude for data analytics
- Outstanding analytical, problem solving, and organizational skills
- Exposure to analytics tools and deep proficiency in Excel analysis

How to Apply:

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title