Job Requisition

Systems Analyst Intern

COMPANY OVERVIEW

At Torch Designs, we're not just colleagues, we're a tight-knit family with a passion for crafting captivating marketing campaigns. Rooted in a small, fun, and family-oriented culture, we're dedicated to empowering local businesses – the backbone of the American economy. Our commitment to delivering a high-quality, high-value experience with exceptional customer service sets us apart.

POSITION: SYSTEMS ANALYST INTERN

JOB SUMMARY

Torch Designs is seeking a motivated and detail-oriented Systems Analyst Intern to join our team at our corporate office in Lakeland, Florida. This part-time position offers the opportunity to work closely with company leadership to enhance operational efficiency and assist in various documentation tasks. The ideal candidate will have strong English grammar skills, enjoy collaboration, and possess the discipline to manage and prioritize tasks effectively.

WHY JOIN TORCH DESIGNS

- **Family-Oriented Culture:** Experience the warmth of a family-like atmosphere, fostering collaboration, support, and unity.
- **Local Business Advocates:** Be a catalyst for local business growth, making a tangible impact on the American economy.
- **Empowerment Through Impact:** Your contributions will elevate brands and drive real results, enhancing their success stories.
- **Innovative Drive:** Innovation is in our DNA, enabling you to explore cutting-edge strategies in the realm of digital marketing.
- **Cross-Disciplinary Synergy:** Collaborate with professionals across video production, graphic design, website design, sales, and management.

RESPONSIBILITIES

- Collaborate with company leadership to document and streamline business processes.
- Collect and document business and technical requirements in a manner that is understandable to non-technical clients, software developers, software engineers, and the marketing team.
- Assist in the creation and maintenance of standard operating procedures (SOPs).
- Participate in quality assurance (QA) testing for software development projects.
- Research, analyze, and propose internal software solutions to improve company efficiency.
- Configure and document internal software tools as needed.

REQUIREMENTS

- Exceptional English grammar skills.
- Strong collaboration skills with the ability to work effectively as part of a team.
- Self-motivated with the ability to prioritize tasks and meet deadlines.
- Confidence in seeking out answers and solutions independently when faced with challenges.
- Comfortable with traditional desk phone communication.
- Basic understanding of business processes and software development is a plus.

PREFERRED QUALIFICATIONS

- Familiarity with the use of AI and generative technologies.

LOCATION AND DURATION

This position requires the candidate to work in person at our office located in Lakeland, Florida, during normal business hours. Telecommuting and relocation assistance are not available.

This internship is expected to last through the 2024-2025 school year, with the potential for conversion to a full-time position upon successful completion.

HOW TO APPLY

If you're excited about the opportunity to contribute to operational efficiency and gain hands-on experience as a Systems Analyst Intern, we'd love to hear from you. To apply, please send your resume and a cover letter detailing your relevant skills, experiences, and what you hope to achieve during this internship. We look forward to reviewing your application and discovering how your talents can support our team's success.

Contact Email: careers@torchdesigns.com