



## INTERNSHIP OPPORTUNITY

July 4, 2017

**Job Title:** Business Analysis Intern  
**Reports to:** Manager, Venture Development & Innovation  
**Job Type:** Part-time (up to 24 hrs per week), 4-month term  
**Location:** Haltech Main Office @ TechPlace  
5500 North Service Road, Suite 801  
Burlington, Ontario, L7L 6W6

### About Haltech

A member of the Ontario Network of Entrepreneurs (ONE), Haltech is at the nexus of Halton Region's innovation ecosystem, working with technology companies to accelerate innovation for business growth. We are a non-profit organization that helps technology entrepreneurs and companies to connect, collaborate and transform good ideas and product innovations into well positioned, growing ventures. Since 2011 we have supported more than 650 startups and entrepreneurs in Halton region with our wide range of free advisory services that includes: Business Innovation Advising, Entrepreneur Development and Corporate Innovation Support. Learn more at [www.haltech.ca](http://www.haltech.ca)

### Job summary and key responsibilities

Haltech is seeking a sharp, business-minded and resourceful individual with skills in business intelligence research, market and data analysis, technology innovation scouting, and business assessment. The position is a 4-month internship at Haltech's Main Office at TechPlace Burlington during the Fall 2017 season.

The Business Analysis Intern will assist Haltech's staff in a variety of projects that include, but are not limited to:

- Perform new client intake assessments for the Haltech's Business Innovation Services programs, and thoroughly assess and document the business needs and opportunities of each applicant according to established procedures.
- Coordinate the tracking of business services program metrics through the Haltech's CRM system, analyze the data with monthly analytics and infographic reports, and assist with preparation of quarterly metric reports.



- Perform research with a view to compile and summarize information for the creation of intelligence reports on different technology sectors.
- Assist Haltech staff with projects aimed at collecting and analyzing pertinent statistical and market data to support the applications.

Other responsibilities may include:

- Develop detailed reports on market research initiatives and provide ideas on how this research fits into current projects (Haltech HEAT, corporate memberships, others)

#### **Desired skills and experience:**

- Bachelor's degree, entry-level with 0-2 years of experience – Commerce/Finance, Business Administration or Marketing, Engineering; knowledge of STEM areas is preferable.
- Past experience (including volunteer work) in a non-profit environment, market research or technology innovation/startup incubator organization is a plus.
- Ability to analyze data, create reports and present findings (requires proficient use and experience with Microsoft Office software – Excel, Powerpoint, Word)
- Ability to prioritize multiple tasks under tight deadlines, and deliver quality work in a timely manner.
- Excellent interpersonal skills with the ability and confidence to interact with various levels of the organization
- Strong communication skills (both written and verbal)
- Ability to work both independently with minimal supervision, and accept guidance from various members of Haltech's team.

If this job opportunity interests you, and you possess the skills and qualifications to succeed in this role, then please forward **your resume to [careers@haltech.ca](mailto:careers@haltech.ca) before September 18, 2017**. Haltech thanks all applicants who express an interest in the job opportunity, but will only contact applicants who are selected for an interview.

At Haltech, we adopt a collaborative work culture that is motivating, exciting and adaptable to the needs of our clients, our partners, and our employees. Haltech's hiring practices are aligned with human rights laws, which guarantee every person equal treatment in regard to employment and opportunity for employment, regardless of race, color, creed/religion, gender, sexual orientation, marital status, age, mental or physical disability.