

## JOB DESCRIPTION

# Business Analyst Internship

### About us

UnderTheDoormat meets the growing demand for managed accommodation in the sharing economy. We provide guests with the comfort of a home and professional service of a hotel and offer homeowners a hassle-free way to earn extra income while they are away.

In the three years since we began we have proven our concept, grown the business and put in place the foundations to scale up in London. We are looking for bright and ambitious people to help continue to grow the business first in this city and in 2018 help us launch internationally.

### About the role

Applicants should be adaptable, flexible and proactive in developing their own skills and capabilities. We celebrate leaders at every level of the business who demonstrate independence in their work while contributing to the culture and broader environment of the UnderTheDoormat team.

The Business Analyst Intern will play a key role in our Marketing team. We are looking for a genuine self-starter who has ability, potential, and a thirst to learn and grow as the company does both during their internship and potentially beyond if the right circumstances permit. Previous experience of some of the core capabilities is crucial, but you don't have to have done it all before to be the right person.

The Business Analyst Intern would have a crucial role to play in:

- Using analytics of our core commercials such as availability occupancy, bookings etc so we can make decisions in real-time.
- Overseeing the management of our commercial models and working with the Chief Marketing Officer to optimise them
- Using analytical insights from a variety of sources of data to identify key trends and make recommendations for how to improve our commercials
- Building out the analytics to be used in our international expansion
- Helping to build and play a key role in the company's analytics house

The Business Analyst will play a leading role in using data and analysis to drive commercial decisions. It is best suited to someone who is comfortable with statistics and some modelling but also able and willing to apply them in a real commercial environment.

Experience we would particularly value:

- Understanding of commercial businesses and the role of analytics in driving them
- Experience in using data and analytics for decision-making
- Good Excel capabilities including Pivot tables, conditional formatting etc

As a young company, you will have the freedom to drive continuous improvements in how we operate – and we genuinely want you to drive improvements, not just take direction.

We are a small and highly focused team; we all work together on a daily basis and support each other when our team members are away. In this role you will need to be happy to work out of hours occasionally.

We want someone who has a real talent for data but also developing actionable insights from data and implementing them.

As a small business we will also at times need your help to occasionally:

- Respond to customers and manage guest bookings

- Supporting day-to-day operations so our homeowners and guests have a positive and seamless experience.
- Help resolve issues and identify long-term solutions and ways to improve our service and our business
- Support additional business functions on an ad-hoc basis and share responsibility for all aspects of office management

Interns should love the idea of supporting a team in order for them to achieve success while also being able to work independently. You must enjoy interacting with customers and partners, demonstrate excellent attention to detail, and be able to multi-task.

Our business is going places and we want you to as well. If you're interested in playing a key role in our marketing team and have some genuine business experience, please get in touch.

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