

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-154-2021
Company Name	SchemaZone
Industry	Consulting and Training
Vacancy	Business Analyst
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )*	Internship; minimum of 15 hrs/week (Flexible)
Major	<ul style="list-style-type: none"> <li>• Business Administration</li> <li>• Other related majors</li> </ul>
Years of Experience	0+
Education	Fresh graduates & undergraduates
Location	Remote position
Remuneration & Benefits	<ul style="list-style-type: none"> <li>• 250L.L per month</li> <li>• Internship certificate</li> <li>• Reference letter from a Canadian company</li> <li>• Business training, guidance &amp; experience</li> <li>• Professional projects that you can put on your CV</li> <li>• Priority to be selected for full time/part time employment</li> <li>• Might have access to other HR benefits and programs</li> </ul>
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Handle and coordinate daily operations</li> <li>• Facilitate cooperation between different teams</li> <li>• Handle one or more company emails</li> <li>• Ensure file, data, process and document organization</li> </ul> <p>Provide ad-hoc support to different departments</p>