

Job Description

Job Title:	Digital Team Intern
Division:	Digital & IT
Reports to:	Digital Team Manager
Direct Reports:	None
Main Interfaces:	Digital Team Manager, Head of Digital, Digital SME's, Data SME's

Overall Purpose

To make a genuine contribution to the Digital Team, using the Dynamics 365 CRM system and the Power Platform. This role is ideal for somebody looking to start a career using Microsoft Dynamics CRM and the Microsoft Power Platform. The internship will last for one year

Key Tasks / Activities / Responsibilities

- Assist users in the use of the Axis Dynamics CRM system
- Assist in the gathering of internal client requirements
- Carry out Quality Assurance of new developments before passing them to UAT
- Creation of process and handover documentation
- Creation of business reports
- Creation of business Apps

Person Specification

Key Skills

- Ability to organise and re-organise workloads
- Ability to translate user requirements to the Digital team
- Be an excellent communicator (written and spoken)
- Have a flexible approach
- Great attention to detail

Key Experience

- Working as a team player
- Understanding Microsoft Products
- Liaising with senior management

I have read and understood the provisions of this job description.

I understand that this document forms part of my employment and I hereby confirm my agreement with its provisions.

Name:

Signature:

Date: