

Job Description
Computer Tech Intern



Reports To:
FLSA Status: Non-Exempt
Department: Admin

Summary

The Computer Tech Intern needs to be motivated and detail-oriented to help streamline our data processes, modernize existing information sources, and clean up spreadsheets. This role is ideal for someone who enjoys organizing data, improving efficiency, and learning practical business technology skills. Team member must be flexible with weekday hours, able to adapt to longer workdays on rare occasions. Team members must be able to work mandatory overtime when outside their regularly scheduled shift when directed by management.

Essential Functions

1. Review, clean, and restructure legacy spreadsheets for consistency, accuracy, and usability.
2. Consolidate and standardize data from multiple sources (Excel, internal systems).
3. Streamline data workflows to reduce duplication and improve reporting efficiency.
4. Create clean, organized, and documented spreadsheet templates for future use.
5. Assist in designing or improving data dashboards or automated reporting tools.
6. Identify gaps or inconsistencies within existing data and propose solutions for long-term data management.
7. Foster a culture of safe behavior and environmental compliance at all times.
8. Work in an honest and ethical manner; maintain confidentiality on all business related matters.
9. Team member is expected to physically report to work on time at their assigned location and is seldom absent.
10. Team member can be depended upon to complete work in a timely, accurate and thorough manner and is conscientious about assignments.
11. Must maintain strong integrity to work unsupervised, recognizing ways to stay busy with tasks that benefit RE
12. Maintain a team environment with other departments at all times.
13. Champion Redfield Energy in the community.
14. Maintain a high level of customer service and friendly atmosphere.
15. Other duties as assigned by management.

Education & Experience Requirements/Competencies

To perform the essential functions of this position successfully, an individual should demonstrate and provide the following:

- Working knowledge of Microsoft Excel (formulas, pivot tables, data validation).
- Familiarity with data cleaning techniques and good data hygiene practices.
- Experience with Google Sheets, Power Query, or Power BI is a plus.
- Ability to organize information clearly and logically.
- Strong attention to detail and willingness to learn.
- Basic comfort with troubleshooting minor technical issues.
- Currently pursuing a degree or coursework in Computer Science, Information Systems, Data Analytics, Business Technology, or a related field.
- Strong problem-solving and communication skills.
- Eagerness to learn new tools, systems, and workflows.