



## **Business Analyst Intern Job Description**

Company: Beef Northwest Feeders, LLC  
Job Title: Business Analyst Intern  
Supervisor: Shelby Schoenfelder  
Hours: Fridays 8:00 am to 4:30 pm  
Location: 66407 Taggares Lane, Boardman, Oregon  
Hours: 5-15 hours per week

**General Position Description:** The Business Analyst Intern will assist the Beef Northwest administrative team with daily processes at our Boardman feedyard. The successful candidate will help perform tasks for both our commodity and cattle departments. Additionally; this position may help with our quality assurance and/or safety programs.

### **Potential Areas of Training and Exploration:**

- Commodity Management - ticket entry and reconciliation, operating the scale, commodity sampling and quality control, QA sample entry, daily reporting, daily freight tool reconciliation with trucking company, communication with mill operations employees and transportation companies
- Cattle Feeding – data entry on daily cattle transactions including shipments, receipts, work orders and deaths, weekly and monthly reporting, performance analysis
- Progressive Beef – weekly review of company’s quality assurance program standards and follow up on outstanding items, routine internal auditing of program requirements
- Inventory – updating spreadsheets and entering data, helping with physical counts, analyzing storage capacities and ordering product
- Reception - greeting customers and visitors, answering the phone and directing calls
- Filing - hard copies in file drawers and also electronically in a paperless office system

### **Requirements:**

- Organizational skills.
- Accuracy and timeliness.
- Entry level knowledge of Microsoft Excel.
- Good communication skills both oral and written.
- Integrity, self-motivation and true spirit of teamwork.
- Interest in agriculture as a career long term is preferred but not required.
- Reliable transportation to travel to and from jobsite (14 miles from Boardman).

### **Application Process**

Application portal opens March 2nd, 2026, and application materials are required no later than April 3rd, 2026.

- High School Intern Application
- Resume
- Cover Letter