



HOUSTON★CHRONICLE



UNIVERSITY of HOUSTON
COUGAR 100

JOB DESCRIPTION

Job Title: Intern
Department: To Be Determined
Environment: Drug Free Workplace

Position Summary:

Provide administrative support to the department(s) and/or supervisor. Duties include general and project based work. Project a professional company image through in-person and phone interaction. Position includes the performing of duties described below.

Essential Duties and Responsibilities:

- ◆ Independent judgment is required to plan, prioritize and organize diversified workload
- ◆ Convey sense of urgency and ensure quick turnaround on all assignments
- ◆ Excellent writing and communication skills are required. Must be able to create, edit and maintain general correspondences, memos, presentations, meeting notes, etc. The expectation is that individual can edit audit reports in word format for grammatical and formatting issues
- ◆ File contracts and other miscellaneous documents
- ◆ Assemble (electronic and hard copy) audit binders of contractual documentation and other miscellaneous information
- ◆ Complete large data entry projects and maintain databases
- ◆ Maintain existing spreadsheets using data entry and excel formulas
- ◆ Support staff in assigned project-based work assignment
- ◆ Ability to effectively communicate and work with all levels of management, employees, and external customers
- ◆ Act as liaison with other departments and outside agencies; handle confidential and non-routine information
- ◆ Schedule and organize activities such as meetings, travel, conferences, and department activities for all members of the department
- ◆ Other duties as assigned

Education/Experience:

- ◆ Recent college graduate or current college student
- ◆ At least one to two years of full-time administrative experience in an office environment
- ◆ Directly related work experience may be substituted for the education requirement on a year for year basis
- ◆ Ability to effectively communicate (verbal and written) in an office environment
- ◆ Must be self-motivated, positive and professional at all times

Computer Skills:

Intermediate to advanced skills in the following software:

Must possess strong Microsoft suite skills (Word/Excel/Power Point)

Areas below to be tested in interview

- ◆ Word (Microsoft Word)
- ◆ Spreadsheets (Microsoft Excel)
- ◆ Presentations/Graphics (PowerPoint)
- ◆ Database (Microsoft Access) - Minimal
- ◆ Internet software (Internet Explorer, Chrome)

Supervisory Responsibilities:

This position has no direct supervisory responsibilities; however, candidate is expected to demonstrative leadership qualities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- ◆ Be sensitive and non-obtrusive to client's employees
- ◆ Demanding deadlines and long hours can be expected
- ◆ High levels of productivity expected
- ◆ Team-oriented environment
- ◆ Continual feedback process regarding performance

Compensation:

Competitive hourly rate, commensurate of education and/or experience

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to talk or hear. The employee is occasionally required to stand; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is regularly required to lift up to 10 pounds. The employee is occasionally required to lift up to 25 pounds. The vision requirements include: close vision, distance vision and ability to adjust focus.

Pre-engagement requirements:

Revenew International is a Drug Free workplace. All employees and contractors are required to successful complete hair and urine drug screens prior to starting work for the company. Additional pre-engagement requirements include a background check, company engagement / employment paperwork and policy attestations.

Company Description:

Revenew International provides diverse cost recovery auditing solutions to leading companies across all industries. Our innovative recovery auditing and risk assessment services for the energy sector provide comprehensive “procure to pay” audit solutions on the cost side and wellhead to final sale production payment reviews on the revenue side. Our solutions extend beyond simple fund recovery to include contract compliance, accounts payable, revenue audit and risk assessment services—typically resulting in business process modifications implemented across not only our clients’ functions but in many cases within the processes of their third party suppliers and partners.

*Financial Results * Customer Service * Employee Recognition * Community Involvement * Spiritual Development*

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Contact Information:

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