

Position Announcement: Intern – Office Assistant (Part-time; ~15 hrs./wk)

Location: New Brunswick, NJ

Date Available: June 4, 2018

Organizational Overview: Renova Environmental Services was established in 2006 and has core competencies providing environmental construction and project management services to federal agencies, commercial, and residential clients. Renova's in-house team consists of project managers, environmental scientists, support staff, heavy equipment operators, and field technicians.

Internship Program: Renova is seeking office assistant interns for our New Brunswick office. The internship offers a paid, comprehensive program. Successful candidates will have an enthusiastic, can-do attitude, and will work in a team environment while gaining practical experience.

Key Responsibilities:

- Support marketing and business development efforts via client-focused initiatives;
- Office administration, including telephone system management and communication with co-workers;
- Operate various web and PC-based business software applications;
- General maintenance and updating of electronic database;
- Sorting of technical and administrative records via digital filing system;
- Occasional driving duties for supplies and permits;
- Assist with proposal generation; and
- Operate office equipment, such as fax machines, copiers, and phone systems.

Compensation: \$12.50/hour; rate based on industry standard; commensurate with experience.

Benefits:

- Flexible hours;
- Gain valuable career exposure and experience with an established, NJ-based firm;
- Develop knowledge of environmental, construction, and safety regulations; and
- Hands-on experience and classroom training pertaining to the industry, as applicable.

Qualifications:

- Excellent verbal, written, communication, and computer skills;
- Customer service-oriented and attention to detail; and
- Safe driving record.

To Apply: Email resume and cover letter to careers@renovaenviro.com.