

Job Title:	Operations Automation Specialist
Department:	Enterprise Technology & Security
Reports To:	Vice President
HQ Location:	Houston, TX 77046
Work Location:	Hybrid; 2-3 days in office weekly on average
Environment:	Drug Free Workplace

Position Summary:

The Operations Automation Specialist is responsible for designing, building, and scaling intelligent workflow solutions that drive measurable efficiency across Revenew International's core service lines. Unlike a task-level technician, this role operates at the intersection of program management and applied technology partnering closely with all stakeholders to deeply understand their workflows, identify automation opportunities, and build repeatable, scalable solutions that our people can own and operate over time.

This is a capability-building role as much as a delivery role. The right candidate will teach, empower, and mentor staff to develop their own processes, while simultaneously driving the long-term architecture of Revenew's audit process flow applications, client-facing reporting infrastructure, and vendor technology strategy.

Essential Duties and Responsibilities:

- Support end-to-end delivery of automation and technology initiatives across all service lines
- Develop and maintain program roadmaps, timelines, and status reporting for ongoing technology projects
- Serve as a bridge between business stakeholders and technical resources—internal or external—to ensure alignment on requirements, scope, and delivery
- Sit with individual business users to understand their workflows in depth and design automated solutions using primarily Microsoft 365 environment tools, with a focus on building repeatable, user-owned processes
- Build meaningful reporting and dashboards for internal stakeholders, clients, and suppliers that surface actionable insights from audit and compliance data
- Design automation solutions with scalability and maintainability in mind, ensuring they can be extended across service lines as the business grows
- Coach and train team members to build and maintain their own automations, fostering a culture of self-sufficiency and continuous improvement
- Create clear technical documentation and training materials that enable staff to operate, troubleshoot, and iterate on automation solutions independently
- Champion adoption of new tools and processes by translating complex technical concepts into accessible, practical guidance



- Serve as backup and collaborative support to the other IT staff, providing continuity and coverage across key technology functions
- Contribute to the evaluation and management of software licensing, including Microsoft 365 and related enterprise tools
- Other duties as assigned

Education/Experience:

- Bachelor's degree in applicable field from an accredited university
- 3-5 years of experience in automation engineering or related IT fields
- Demonstrated experience designing and deploying automation and workflow solutions using Microsoft 365 (Power Automate, Power Apps, Power BI, SharePoint) or comparable platforms
- Hands-on experience with agent building and deployment in Microsoft Copilot Studio or similar platform

Language Ability:

Exceptional communication skills with a track record of translating complex technical solutions into clear business terms.

Computer Skills:

- Advanced proficiency in Microsoft 365, including Power Automate, Power Apps, Power BI, SharePoint, Teams, and Excel.
- Extensive experience and expertise with Copilot and Claude in a MS Environment highly desired.

Work Environment:

- Self-disciplined and able to maintain strong productivity in a remote work environment
- Team-oriented environment with collaboration across multiple departments
- Demanding deadlines and high levels of productivity expected
- Continual feedback process regarding performance and professional development
- High regard for confidentiality and professionalism in all interactions

Traveling Demands:

Occasional travel may be required for client visits, vendor meetings, or internal business sessions.

Compensation:

Competitive base salary commensurate with experience and incentive bonus program based on individual performance.

Renew International Pre-engagement Requirements:

Renew International is a Drug Free workplace. All employees and contractors are required to successfully complete a comprehensive background check and drug screen prior to starting work for the company.

E-Verify:

Revenew participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. If E-Verify cannot confirm that you are authorized to work in the U.S., Revenew is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment. Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

Company Description:

Revenew International is a professional services consulting firm specializing in five complementary services — Contract Compliance Reviews, Supplier Payment Reviews, Sales Tax Recovery, Severance Tax Consulting, and Performance Improvement engagements. Headquartered in Houston, TX, Revenew offers its services across North America. In its 26-year history, Revenew has successfully performed thousands of engagements throughout the U.S., generating more than two billion dollars (\$2B) in revenue, cost recovery, and cost reduction benefits for our clients.

*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.

Contact Information:

Revenew International, LLC
Attn: Karina Tran, SPHR
9 Greenway Plaza, Suite 1950
Houston, TX 77046-0905
Office: (281) 276-4514
ktran@revenew.com