

**Job Title:** Data Analyst  
**Department:** Operations  
**Reports To:** Vice President, Operations  
**FLSA Status:** Exempt  
**Location:** Hybrid (Houston, TX 77046)  
**Environment:** Drug Free Workplace

**Please note:** Revenew will only consider local candidates currently authorized to work in the U.S. without sponsorship. Relocation assistance is not available for this position.

### **Position Summary:**

The Data Analyst will be responsible for supporting business operations by contributing to various technological initiatives and projects, including the uploading and integration of client data into Revenew's proprietary software systems. Data Analyst must quickly learn, identify, and support appropriate in-house applications, data, and processes. This Data Analyst will also provide regular and timely updates and resolutions to business users, clients, and management. The successful candidate must be a motivated self-starter who excels at working independently, while also demonstrating a team-oriented attitude and the ability to collaborate effectively with clients at all levels, both internally and externally.

### **Essential Duties and Responsibilities:**

- ◆ Write SQL queries to map client data to Revenew proprietary software
- ◆ Use T-SQL to analyze data
- ◆ Perform ad hoc and structured data analysis
- ◆ Ensure data integrity by verifying data readability, data structure, data content, data scope, etc. thereby helping to eliminate data related issues further within the business data flow process
- ◆ Create and develop ad-hoc reports as required
- ◆ Collaborate with internal and external customers on resolving data issues
- ◆ Ability to manage and complete multiple projects simultaneously before deadlines
- ◆ Adaptability and willingness to assist with other projects, as assigned

### **Qualifications:**

#### **Minimum Education/Experience:**

- Bachelor's degree from an accredited four-year college in the field of Computer Science, Information Systems or similar
- At least one year of experience with data analysis and/or conversion in an office environment
- Programming experience with T-SQL
- Knowledgeable with Microsoft Office Suite, including MS Access and Excel



- Excellent analytical and problem-solving skills
- Passionate about working with data
- Superior customer service skills and ability to work with cross-functional teams
- Flexibility and willingness to work on weekends and/or after-hours, as needed, to answer and resolve urgent client requests

**Desired Skills:**

- Strong working knowledge of SQL and T-SQL
- Exposure to financial systems (SAP, Oracle, PeopleSoft, JD Edwards, etc.)
- Exposure to/knowledge of reporting solutions like Power BI
- Experience troubleshooting and analyzing data issues

**Language Ability:**

Excellent communication (verbal and written), interpersonal, and client relation skills are critical. Must be enthusiastic, personable, and able to explain technical concepts to non-technical clients. Must always maintain professional attitude and commitment to resolve customer issues with patience and courtesy.

**Reasoning Ability:**

Ability to define problems, collect and extrapolate data, establish facts, and draw valid conclusions. Drawing inferences from information, applying logical reasoning based on information and producing evidentiary information to support one's contention is required.

**Computer Skills:**

Expert user in the following software: Spreadsheets (Microsoft Excel), Database (Microsoft Access), Word processing (Microsoft Word), Microsoft PowerPoint, Internet software, E-mail software.

**Supervisory Responsibilities:**

This role is not a people manager, but all Renew employees are expected to demonstrate excellent Leadership qualities.

**Compensation:**

Compensation opportunities fall into the following categories. Results and performance significantly impact these opportunities.

- Base Salary: Commensurate with experience (paid semi-monthly)
- Variable Pay: based on performance & results (paid quarterly)
- 401K plan with employer Safe Harbor contributions for eligible employees
- Healthcare Savings Account employer contributions for eligible employees
- Discretionary bonus (special achievements)

**Pre-engagement requirements:**

Renew International is a Drug Free workplace. All employees and contractors are required to successfully complete background screenings and a drug test prior to starting work for the company. Additional pre-engagement requirements include employment paperwork and policy attestations.



**E-Verify**

Renew participates in E-Verify. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

**Company Description:**

Renew International performs five complementary services – Contract Compliance reviews, Supplier Payment Reviews, Sales Tax Recovery, Severance Tax consulting, and Performance Improvement engagements. Headquartered in Houston, TX, the company offers its services across North America. In its 25-year history, Renew has successfully performed thousands of engagements throughout the U.S., generating more than one billion dollars (\$2B) in cost recovery and cost reduction benefits for our clients.

At Renew International, our success centers on the unique capabilities of our employees – our greatest asset. We actively seek diverse professionals to deliver industry-leading solutions and service to our clients. Our business culture is personable and transparent. Our organizational structure is flat, and employees are not restricted by organizational red tape and hierarchy that can dilute an individual's productivity and enthusiasm. Our financial compensation and benefits are extremely competitive. We train and develop employees to maximize our success – and theirs – with compensation directly tied to performance. We are firm believers in results-based pay that parallels the company's success.

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

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*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.*

**Renew International, LLC.**

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