



# Internship Role Description for Upward Mobility Scholar Applicants

<b>Hosting Organization:</b>	ONESOURCE RELOCATION A CRI SOLUTION		
<b>Role Title:</b>	<b>Relocation Expense Management Coordinator</b>	<b>Number of roles available:</b>	<b>2</b>
<b>Available to</b> (select any that may apply):	College students (2022/23 school year): Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input checked="" type="checkbox"/>		
<b>Internship Work Address:</b>	33 Mansell Court Roswell, GA 30076		
<b>Work location &amp; office COVID protocols</b>	All in person <input type="checkbox"/> All virtual <input type="checkbox"/> Flexible/hybrid <input checked="" type="checkbox"/> If not virtual, COVID vaccines required? <input type="checkbox"/> Masks required in the office? <input type="checkbox"/>		
<b>If COVID distance restrictions persist, will internship proceed this summer?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
<b>Mission of Program:</b>	[PROGRAM NAME TBD] provides meaningful opportunities for students in the field of employee mobility while providing a rich pipeline of diverse talent for industry employers.		
<b>Anticipated Start Date:</b>	June 1 <sup>st</sup>	<b>Anticipated End:</b>	August 19 <sup>th</sup>
<b>Number of weeks:</b>	11 weeks, 3 days	<b>Hours per day:</b>	40+
<b>Workday starts at:</b>	Flexible	<b>Workday ends at:</b>	Flexible
<b>Hiring Manager's Name/Title:</b>	Michael Luca – Director of Client Services		
<b>Hiring Manager's Email:</b>	mluca@onesourcerelocation.com		
<b>Host Org's website:</b>	<a href="https://www.onesourcerelocation.com/corprelo">Corporate Relocation Services, Domestic and Global   CRI (corprelo.com)</a>		

### Internship Summary:

Because we are in the people business, everything we do is driven by customer service. The relocation expense management coordinator is a strong piece of the puzzle to provide the financial support internally and most importantly, externally to our clients.

**Additionally, you may be required to participate in group project activities with other interns during work hours.**

### Essential Responsibilities of the Role:

List the duties and responsibilities

- Responsible for auditing client expense reports
- Review vendor invoice for accuracy
- Code and enter invoices into the accounting system for payment
- Update relocation management software platform
- Responsible for entering and maintaining accounts payable functions
- Assist in the preparation of the monthly client invoices and collections follow up

**Knowledge and skills required:**

- Familiarity with IRS requirements for relocation expenses is a plus
- Familiarity with various software tools including Microsoft Office
- Proficiency in communication both verbal and written (multi-lingual a plus)
- Impeccable follow-up
- Strong organizational skills
- Detail oriented
- Ability to work as part of a team
- Passion for customer service
- Ability to multi-task and keep calm in a fast-paced environment

**What does success look like for the intern at the end of the summer:**

Success will be measured both in terms of the intern’s engagement and completion of a specific project or tasks. We want to be sure our interns integrate quickly into our company culture, environment and feel a sense of freedom to bring their own skill set and share it with the rest of our organization.

**Training Program**

Interns will have an onboarding and training process as well as a mentor/buddy throughout the duration of the program.

All Upward Mobility Interns will participate in group training for knowledge development in the Global Mobility industry. Training to occur over a series of virtual training sessions across intern program participants.

Prepared By:

Carlos Huereca

Date:

4/6/2022