



Audit & Customer Service Intern

Audit and Customer Service internship position to assist Daycos with reviewing billing packets, finding opportunities, and working with our customers.

Responsibilities may include:

- Review our customers' invoices to see if they left money behind when they billed the invoice
- Identify trends when reviewing invoices and share the results for improvements
- Submit invoices through various websites
- Work with our customers to answer any questions or provide information they need

Desired skills:

- Positive attitude – It is great when things work perfectly, but when it doesn't, you can stay calm and cheerful when things go wrong.
- Communication – You can listen and say information clearly when you speak or write.
- Teamwork – You like to help and collaborate with others.
- Willingness to learn – You want to learn new things to improve your skills.
- Thinking skills – You try and solve problems.

Position details:

- Summer Internship
- 20-40 hours per week
- Location: 1500 Riverside Boulevard | Norfolk, NE 68701
- To Apply: Please email resume to jobs@daycos.com