

Date Posted: 02/25/13

Job Opportunity Posting

Job Title: Research Associate

Employer/ Agency: Beth Barton, Inc.

Job Description: The Research Associate will be responsible for researching corporate organizations through discreet telephone inquiries and leveraging information from the internet. This position requires a great deal of time on the telephone and the successful candidate will have excellent verbal communication skills with an ability to think on their feet. The company provides a comprehensive training program to provide the Research Associate with the necessary skills to be successful.

Qualifications: Excellent communication skills and the ability to spend most of the day on the telephone. Punctuality and dependability are a must. Team-oriented outlook with the ability to work with a variety of personalities. Strong attention to detail with the ability to follow directions.

Salary/Hours: DOE

Employer/Agency: Beth Barton, Inc.

Address: 701 Richmond Ave., Ste 226

City, State, Zip: Houston, TX 7006

Contact Person: Cindy Holcombe

Contact Title: Admin

Telephone Number: 281.316.1007

Fax Number: 832.593.4910

Email Address: cholcombe@bartona.com

Application Method: Fax or Email Resume

Opening Date: Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.