



## LyondellBasell – Job Description

### Summer Intern - Plant Projects Group

LyondellBasell is one of the world's largest plastics, chemical and refining companies. The company manufactures products at 58 sites in 18 countries. LyondellBasell products and technologies are used to make items that improve the quality of life for people around the world including packaging, electronics, automotive parts, home furnishings, construction materials and biofuels. More information about LyondellBasell can be found at [www.lyondellbasell.com](http://www.lyondellbasell.com). All references to LyondellBasell refer to LyondellBasell and its subsidiaries, including Equistar Chemicals, LP, Lyondell Chemical Company or Houston Refining, LP.

#### **Purpose**

To establish a part time employment program through our site partnership and support of the Three Rivers Education Partnership (TREP). The students selected for employment will work an average of 40 hours per week during the summer months.

#### **Job Responsibilities**

The job responsibilities include but not limited to:

##### **Document Control**

- Compile & distribute engineering packages (drawings, specification sheets, etc.)
- Scanning, inventorying, uploading & downloading documents
- Researching electronic files and creating spreadsheets
- Tracking project deliverables, providing updates to plant personnel and vendors
- Attend meetings as required
- Archive master project files

##### **Cost Controls**

- Various tasks using SAP software:
  - Extracting data and generating reports
  - Researching open purchase orders
  - Confirming invoices are paid
  - Identify and help resolve outstanding invoices
- Update project spending & scheduling forecasts
- Attend meetings as required
- Assist Project Controls Engineer as requested

**Drafting/Design**

- Assist updating drawings using AutoCAD (experience not required but helpful)

**Other**

- Attend required safety meetings

**Requirements**

Students selected have received training through their high school in business computer and information systems; therefore they are trained to be able to perform daily office related tasks such as filing, word processing using Microsoft Office products and other miscellaneous work in support of the local plant site. Must have a valid driver's license.

This is a paid position working 40 hrs. per week Monday – Friday. The specific work schedule will be determined by the selected candidate and hiring manager. Student does not need to be 18 yrs. of age to be eligible for this position.

LyondellBasell does not accept or retain unsolicited resumes or phone calls and/or respond to them or to any third party representing job seekers.

LyondellBasell is an Equal Employment Opportunity and Affirmative Action Employer.