



**Position Title:** Operations Associate

**Position Type**

Full-Time

**Work Authorization**

U.S Citizen or U.S. National, Permanent U.S. Resident

**Description**

The main function of an Operations Associate is to provide exceptional customer support to our wholesale, bank, and retail clients via phone/email by performing several or all of the key responsibilities. Additional responsibilities will be assigned at the discretion of the VP of Operations. Must have availability on Monday, Tuesday, Thursday, Friday, and Saturday from 10:30 AM – 6:30 PM.

**Qualifications:**

- Previous customer service experience required
- Basic computer skills required
- Commitment to achieving high work standards and service excellence
- Strong regard for policies and procedures and an ability to execute company standards successfully
- Time management skills
- Applicant must be bondable (Credit and Background Check Required)
- Computer skills necessary to function effectively
- Previous Customer Service experience is a plus

**Location**

Miami, FL

**Desired Major(s)**

Business Related Degree (Preferred)

**Salary Level / Compensation Type**

Discussed in Interview

**How To Apply**

Email your resume (PDF or Word Document) to [Recruitment@ceifx.com](mailto:Recruitment@ceifx.com)

