



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 listed below. Responsibilities will be assigned at the discretion of the VP of Operations.

Essential Functions include but are not limited to:

- Answer all phone calls in a timely and professional manner
- Contact clients to notify them when adjustments to an order are needed
- Performing voids and sales returns for our bank clients
- Managing Redmine tickets and support/operations emails
- Assisting with creation of new locations, rate modifications and other functions in CEIFX
- Ensure all office safety guidelines are followed at all times
- Assist VP of Operations and/or Team Lead(s) with any other daily tasks, as needed

Location

Miami, Florida 33126

Desired Major(s)

Holds or is obtaining a related degree

Salary Level / Compensation Type

To be discussed

How To Apply

Please email your resume to: Recruitment@ceifx.com

