

## **Operations Assistant**

Position: Operations Assistant

Job Number: 0617-18

Status: Full Time

Channel Fusion is the trusted channel marketing management partner of America's top brands. We bring the passion to help our customers optimize their channel marketing programs through best practices, continuous improvement, performance insights and technology solutions; resulting in measurable results. We specialize in providing high touch, exceptional channel support services and custom technology solutions.

The successful candidate will be a motivated self-starter with a strong work ethic who possesses excellent organization skills, demonstrated professional written and oral communication skills, and the ability to multi-task. Responsibilities include:

- Provide high quality and efficient service by providing client support for various fund based programs and initiatives on behalf of our brand clients.
- Assist in overall account processes by entering rebate submissions, processing claims, and answering general account support questions
- Work closely with management on ad hoc projects.
- Assist management in the maintenance of various tracking logs and documentation.
- Perform routine administrative duties such as word processing, creating spreadsheets, and filing.
- Be part of a culture of performance and continuous improvement and collaborating with other staff members to optimize delivery of services.

### **Knowledge, Skills and Abilities:**

- AA Degree in Business, Accounting or related field.
- 2+ years of experience in an administrative support role
- Detailed oriented and strong organizational skills
- Demonstrate excellent written and oral communication skills, able to effectively communicate to all levels of management.
- Ability to work independently and in a team environment to foster a strong working environment.
- Possess problem solving qualities, ability to prioritize and adjust to the circumstances, and a high degree of efficiency in time management skills.
- Proficiency in MS office products including Word, Excel, and Outlook are highly desirable.