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# Example of Processing Associate Job Description

Our company is growing rapidly and is looking for a processing associate. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for processing associate

* Participates in ad-hoc projects as assigned
* Demonstrates a positive and calm demeanor
* Maintains composure in a professional office setting
* Interprets, researches and processes client requests on our mutual fund and brokerage platforms
* Demonstrates logical, systematic approach to problem solving, focusing on client expectations and improving effectiveness and efficiency of operations
* Demonstrates proficiency in all brokerage and mutual fund functions designated under respective training path
* Identifies workflow-related issues, trends, and makes recommendations for improvement to management
* Process stock and drop ship orders in ERP system
* Check orders for accuracy in price, case pack, shipping information
* Work with customer service to make sure urgent orders are expedited

## Qualifications for processing associate

* Knowledge of approximately 3,000 surgical instruments and specialty surgical instrument sets preferred
* Experience using Steam, Ethelene Oxide, and Hydrogen Peroxide Gas Plasma sterilization chambers
* 1 – 2 years’ experience in a professional office setting requiring confidentiality, timeliness, organization, prioritization, precision, and concentration to ensure confidentiality of data and accuracy of work
* 2-5 years of experience processing and adjudicating claims is preferred
* Must have basic computer and data entry skills
* Ability to manage group Inbox and voicemail queues & other adhoc requests