



Example of Operations Representative Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of operations representative. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for operations representative

- Monitor inquiries related to the Security Master system and address client and vendor inquiries
- Set up of new internal codes for various types of securities and maintenance of the Security Master system
- Meet required business service level agreements
- With a strong eye for detail complete daily and month end reconciliations of internal operations accounts and ensure compliance with internal and industry regulatory requirements
- Work as part of a team to deliver exceptional service and provide issue resolution
- Maintain written documentation and procedures for assigned sales operations (order entry, customs/duties, international shipping)
- Detailed understanding of customs/duties/IOR for international orders
- Perform analysis, manage inventory levels for warranty support
- Represent our client as operational contact with customs brokers to facilitate the effective importation of all materials that enter the U.S. while complying with Customs & Border Protection (CBP) and other government agency regulations
- May coordinate with Client R&D department to facilitate the entry and clearance of research and development samples entering the US

Qualifications for operations representative

- Associate's Degree, Technical School diploma, or other two-year degree preferred
- Series 7 and 63 licenses within approved time frame
- Must be proficient in the use of personal computers and supporting software in a Windows based environment, including MS Word
- You're an ambitious self starter with a keen interest in the sharing economy
- You are personable, highly organised, and patient
- You are great at communicating and are comfortable in dealing with people from all walks of life