

Position No.	236
Status	Currently Available
Company Type	International Ecommerce, Finance
State	CA
Position Title	Financial Operations Representative
Hourly Wage	\$8-12
Opening(s)	2
<b>Qualifications</b>	
English Level	4.0 - 5.0
Experience	1+years office or any customer service experience
Required Skills	PC, Excel
<p>The company deals with international ecommerce, logistics and customs clearance facilitation.</p> <p>[Position] Financial Operations Representative</p> <p>[Responsibilities]</p> <ol style="list-style-type: none"> <li>1) Daily monitoring of payment transactions to identify potential collection risks</li> <li>2) Research and resolve any collection issues related to customer orders</li> <li>3) Review financial reconciliation reports between the company and its partners and vendors;</li> <li>4) Interact with client companies, international consumers and company vendors, in and outside of the U.S., in a professional and courteous manner</li> </ol> <p>[Requirements]</p> <ol style="list-style-type: none"> <li>1) Bachelor's degree in a relevant field such as Business, Economy or Finance</li> <li>2) Proven experience in ecommerce, online payments and/or credit card processing a must</li> <li>3) Experience in chargebacks and disputes and knowledge of Visa and MasterCard rules and regulations - highly advantageous</li> <li>4) Experience in customer service function- a plus</li> <li>5) Excellent verbal and written communication skills required</li> </ol> <p>* This role is ideal for a highly motivated, organized and detail oriented individual. Must be PC proficient in a windows environment; Strong Excel skills, excellent organizational skills, and can work in a fast paced, high energy environment with the ability to meet deadlines</p> <p>Code: G</p>	
Updated on	11/16/2009 12:00:00 AM