

Tuesday, December 8, 2015

Administrative Associate

Company: FLX NYC

Location: New York, NY

Compensation: Based on experience

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As a young, growing business, we are rapidly expanding and looking to grow our team! FLX NYC (home of the Flexistretcher) is seeking an Administrative Associate that is self driven, highly ambitious and interested in being a part of a small fast growing startup. This role is ideal for someone who is a quick learner and excels at new opportunities and working in a fast moving environment.

Essential Roles & Responsibilities:

- Order processing
- Receive and process user orders according to schedule
- Data entry of sales and purchase orders in "current program"
- Coordinate shipping with suppliers and vendors
- Confirm shipment and delivery of orders to customers
- Track and communicate progress of orders to team
- Oversee, manage and responsible for daily administrative tasks and operations
- Respond to daily customer emails.
- Ability to understand the products and convey information about the products to potential customers
- Organize and manage CRM, email accounts and Drive
- Ability to learn and maintain organization of any newly implemented systems
- Maintain the highest level of customer service at all times
- Direct and delegate to proper team and/or team member
- Become familiar with industry terms
- Maintain the highest level of organization
- Achieve specified KPIs
- Assist in evaluating and setting of goals
- Recommend new approaches, policies, and procedures to improve efficiency
- Perform other related duties as assigned

Desired Skills and Experience:

- Bachelor's degree preferred
- Minimum of 1-3 years of relevant experience
- Prior experience with QuickBooks, Salesforce, and/or eCommerce and payment portals ideal
- High energy and enthusiasm with strong inner drive to succeed
- Strong relationship building skills
- Commitment to company values
- Strong time management and communication skills
- Professional communication skills
- Strong attention to detail and follow-up
- Excellent organizational skills
- Problem-resolution skills
- Proficient in Google Drive, Word, and Excel

This is a full time job starting immediately

email support@flxnyc.com with cover letter and resume

FLX NYC
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