



Operations Assistant

About the Job

At Elevate Packaging, we're working to be a leader in sustainable packaging and to change packaging, for good! To get there, we need exceptionally talented, bright, and driven people. If you'd like to help us build the place which offers the best sustainable packaging solutions, this is your chance to make a difference.

Responsibilities include:

- Organize customer orders, quotations and special requests and coordinate effective resolutions with production teams.
- Process transactions in QuickBooks including reconciling transactions
- Office, Office Equipment, and Operations support
- Marketing and Sales support for eCommerce and customer relationship management

Requirements:

- Positive attitude. Enthusiastic about helping grow this eco business
- Resourceful Self-starter who takes initiative to solve problems
- Driven to succeed in entrepreneurial environment
- Highly organized and detail-oriented
- Excellent interpersonal skills, with strong written and verbal communication
- Solid MS-EXCEL skills
- Outstanding computer skills and data entry
- A PLUS if you're into Finance, Mathematics, or Entrepreneurship.
- A PLUS if you have experience with any of these: QuickBooks, Big Commerce, eCommerce, WordPress, MailChimp, and CRM experience

Benefits:

- Professional Growth and Personal Advancement Opportunities
- Competitive Salary and Benefits
- Paid Vacation and Days Off

For immediate consideration, please send resume and cover letter to jobs@elevatepackaging.com, with subject *Operations Assistant*.
No phone calls, please.

