

MEMO Financial Services, Inc (MEMO) a leading money services business located in Camp Hill, Pennsylvania is seeking an Operations Coordinator. MEMO is a licensed money transmitter offering alternative financial services to over 3,400 retailers in 20 states, with significant national expansion opportunities.

Summary Job Description –

Job Title: Operations Coordinator

Position Purpose:

Performance of maintaining up-to-date agent, fee and inventory files, as well as daily file processing and performing customer service duties to ensure that operational objectives are successfully accomplished.

Job Requirements:

This position is performed remotely with some on-site duties performed at our office location. Employee must provide adequate internet access and a private, quiet work environment with the necessary furnishings to complete the job functions. All electronic equipment and phone are provided by the company.

Employee must be willing to travel to and from the office and work from the office location as needed.

Essential Qualifications and Competencies

- High school diploma and one-year experience in a related field.
- Ability to handle customer calls with a mature, professional and diplomatic approach, using tact and always maintaining a pleasant mannerism.
- Excellent organizational and communications skills.
- PC literate
- Ability to consistently meet deadlines and handle a large volume of data input on a daily basis.
- Must demonstrate commitment to job, offering much flexibility with overtime if necessary to perform daily functions.
- Self-motivated and willing to take initiative.
- Must work closely with co-workers in a fast-paced environment, demonstrating a mature cooperative team player attitude.

Familiarity with use of the following software is required:

PC; Windows operating system
Microsoft Excel
Microsoft Word
Microsoft Outlook
iSeries Operating System knowledge a plus

This position reports to the Business Operations Manager. If interested in applying, please submit a cover letter and resume with salary requirements to:

Operations Position at tsmith@memoco.com