

Operations and Finance Associate

The Company

Founded in 1973, we are a boutique direct-marketing company, selling insurance products through the sponsorship of college and university alumni associations or other professional organizations. We employ about 30 people in an entrepreneurial environment.

The Position

This is a roll-up-your-sleeves support position in a fast-paced, client-driven, regulated business. This position has potential for significant growth and is an outstanding opportunity for a bright, self-starter looking for quick exposure to a wide range of business operations. We seek a polished high achiever who takes initiative, learns fast, thrives on variety, and who is committed to a career, not simply a job. Team work is essential, as coordinating with others is a notable component of the position.

The Responsibilities

By learning, doing, and managing many moving parts, the **Operations and Finance Associate** will be involved in a wide range of work:

- Support and learn our operations function:
 - Personnel and HR matters
 - Facilities management
 - IT
 - Inventory and supplies
- Provide assistance to our Manager, Accounting and Licensing:
 - Reconciliation of bank and credit card accounts
 - Reports, including financials and client reports
 - Insurance licensing and continuing education
- Learn about our clients, business partners, products, and sales and marketing initiatives:
 - Attend periodic staff meetings
 - Participate in conference planning
 - Assist in the preparation of presentations and proposals
- Provide assistance to our COO as needed, including:
 - Meeting planning, calendaring, and communications
 - Occasional travel arrangements
- Track, record, and deliver for analysis many reports generated by our business partners and others
- Conduct research and synthesize it

The right candidate may eventually manage some of our activities.

While this position may have some clerical functions, it is not a clerical job. It requires an ability to anticipate needs and next steps, as well as a demonstrated track record of confidentiality, as exposure to personnel and financial issues will be a part of the role.

The Requirements

- BA and proven academic achievements
- Outstanding technology skills
- Demonstrated interest in business and people-management through school activities or prior jobs

- Strong working knowledge of MS Office, especially Word and Excel
- Quantitative analysis skills, problem-solving skills and an innate ability to think critically and logically
- Organized and grammatically correct writing and speaking
- Keen attention to detail and format with impeccable proofreading skills
- Strong sense of urgency and consistently meeting deadlines
- High standards and ability to observe strict confidentiality

The Next Steps

- Submit your resume to jobs@meyerandassoc.com with “Operations and Finance Associate” in the subject line. Include a customized cover letter; submissions without such a letter will not be reviewed. If you do not live in New Jersey within 25 miles of Chatham, please indicate why a job in Chatham is appealing to you.
- Candidates of interest to Meyer and Associates will be contacted with additional information about the position and for a preliminary phone interview and employment testing. Some candidates may then be invited for an on-site interview.