

**Job Description:**

Vertisystem, Inc. is seeking a qualified professional to fill the position of an Operations Support who will work in Baltimore Maryland. This resource should work well in cross-functional teams and values team excellence over individual productivity. Must consistently demonstrate attention to detail, ability to prioritize tasks under pressure, and ability to escalate/ask questions.

**Job Responsibilities:**

- ) Process incoming and outgoing paperwork including mail and facsimiles
- ) Support client service associates and operational personnel
- ) Check inbound client documents for accuracy
- ) Notate all activities on the account, and submit accurate forms for final processing to service center
- ) Make outbound contact both in writing and verbally with clients concerning paperwork.

**Required Skills:**

- ) Must be able to quickly learn and engage in a number of detailed tasks at once
- ) Must have strong flexibility in regard to the duties assigned
- ) Strong problem solving skills, and must be able to work independently
- ) Clear verbal and written communication skills
- ) Background with Excel and Microsoft Office suite
- ) Equipped with solid quantitative reasoning skills
- ) Has the ability to define and prioritize project activities and follow-up on project progress
- ) Strong written and verbal communication skills
- ) Strong working knowledge and proficiency in the appropriate computer programs such as MS Word and database input is essential, knowledge of financial services field

**Additional: n/a**