



August 11, 2021

Customer Operations Specialist
Full-Time
Boston, MA

Global medical device company is seeking a Full Time Customer Operations Specialist for the Boston office. Competitive compensation structure including bonus structure, healthcare benefits and stock option program.

Responsibilities:

- Establish and maintain working relationship with hospital customers and independent sales team.
- Responsible for all aspects of sterile product distribution: shipping, sales orders, return reconciliation.
- Manage accounts payable / receivable and all aspects of the US subsidiary's financials.
- Supply chain forecasting and ordering with home office in France.

Qualifications:

- Bachelor or Associate's Degree preferred
- Strong interpersonal and communication skills required
- Ability to multitask and prioritize
- Experience with SAP or similar ERP software suite
- Proficient in Microsoft Excel
- QuickBooks or similar accounting software experience a plus
- Experience in inventory management and logistics a plus
- Fluency in French a plus
- Ability to work full time, in person at the Boston office

For more information or to apply for this position, contact usemployment@implanet.com