

# Argentina Jobs Expertini®

## Client Operations Specialist (Argentina)

[Apply Now](#)

Company: 1840 & Company

Location: Argentina

Category: other-general

**Job Overview:** We are seeking a dedicated and efficient Client Operations Specialist to join our team. This role is pivotal in ensuring smooth day-to-day operations within our office environment. Ideal candidates will have 2-3 years of experience in an administrative or customer service role, with a strong preference for bilingual individuals (English and Spanish).

**Salary In USD:** \$06 - \$07 Per Hour **Work Schedule:** Monday-Friday 7:00am-4:00pm Central (Adjustments may be needed based on the client need)

**Responsibilities:** Forward phone calls and online leads to our sales team accordingly. Enter all new jobs into our system daily. Manage all incoming and outgoing mail, packages, and courier deliveries. Take all office mail to the post office. Responsible for petty cash reconciliation. Process counter sales daily deposits. Manage office supplies and equipment. Update company directory as personnel changes occur. Create daily deposits sheet in Excel and scan in all checks that arrive via mail, FedEx, UPS, etc. Assist with company events. Assist with weekly sales reports. Provide administrative support to all team members as necessary. Complete special projects as needed. Other duties as assigned by direct supervisor.

**Knowledge, Skills & Abilities:** Bilingual (English & Spanish) preferred. Friendly, helpful attitude. Must have reliable transportation as this is an in-office position. Excellent written and verbal communication skills, attention to details and accuracy, ability to multi-tasking Must have a clean driving record and valid DL. Proficient in Microsoft Office (Excel and Outlook).

**Work Environment & Physical Demands:** Business casual dress attire. Ability to use a computer approximately 6-8 hours per day. Ability to perform with frequent interruptions and/or distractions. Ability to perform effectively under conditions of fluctuating workload Ability to use telephone and email to

communicate. Ability to work at a desk approximately 6-8 hours per day. Must have the ability to bend, stoop and frequently lift approximately 15lbs. Strong Computer/Internet connection Processor: Core i5 or higher RAM - 8GB or higher Bandwidth Requirements Minimum: Download Speed: at least 6 Mbps Upload Speed: at least 6 Mbps A quiet, private place in your home where you can work without background. Benefits: Work from home Access to diverse projects Opportunities for professional growth Collaboration with diverse teams No commute time No dress code (unless there's a meeting!) Eco-friendly work lifestyle Exposure to a multicultural team Potential for long-term engagement Improved work-life balance About 1840 & Company 1840 & Company is a global leader in Business Process Outsourcing (BPO) and remote talent solutions, dedicated to propelling businesses forward through our comprehensive suite of services. We specialize in connecting companies with world-class freelance professionals and delivering top-tier outsourcing services, across over 150 countries worldwide. Our mission is to empower growth for forward-thinking businesses, seamlessly bridging any skill or resource gaps with our expertly vetted talent pool. We firmly believe in fostering an environment where exceptional individuals can achieve an optimal work-life balance, working remotely from any location, while maximizing their professional growth and earning potential. We are headquartered in Overland Park, KS, USA with service delivery facilities in the Philippines, India, Ukraine, South Africa and Argentina. We invite you to explore the opportunities we offer and consider joining our exclusive network of global freelance talent. Visit [www.1840andco.com](http://www.1840andco.com) to learn more about us. To explore a wealth of career opportunities and find a role that suits your unique skills and aspirations, please visit our dedicated jobs portal at [jobs.1840andco.com](http://jobs.1840andco.com) Powered by JazzHR

[Apply Now](#)

#### **Cross References and Citations:**

- 1. Client Operations Specialist (Argentina) Nzjobs Jobs ArgentinaNzjobs ↗**
- 2. Client Operations Specialist (Argentina) Thecareerjobs Jobs Argentina Thecareerjobs ↗**
- 3. Client Operations Specialist (Argentina) Kazakhstanjobs Jobs Argentina**

**Kazakhstanjobs** ↗

**4. Client Operations Specialist (Argentina) Indiajobscentral Jobs Argentina**

**Indiajobscentral** ↗

**5. Client Operations Specialist (Argentina) HollywoodjobsJobs Argentina**

**Hollywoodjobs** ↗

**6. Client Operations Specialist (Argentina) TruckjobsnearmeJobs Argentina**

**Truckjobsnearme** ↗

**7. Client Operations Specialist (Argentina) Businessjobs Jobs ArgentinaBusinessjobs** ↗

**8. Client Operations Specialist (Argentina) Washingtondcjobs Jobs Argentina**

**Washingtondcjobs** ↗

**9. Client Operations Specialist (Argentina) Googleforjobsposting Jobs Argentina**

**Googleforjobsposting** ↗

**10. Client Operations Specialist (Argentina)Visualcontentcareeropportunities Jobs**

**Argentina Visualcontentcareeropportunities** ↗

**11. Client Operations Specialist (Argentina)DatasecurityjobsJobs Argentina**

**Datasecurityjobs** ↗

**12. Client Operations Specialist (Argentina)Searchlondonjobs Jobs Argentina**

**Searchlondonjobs** ↗

**13. Client Operations Specialist (Argentina)Sapjobs Jobs ArgentinaSapjobs** ↗

**14. Client Operations Specialist (Argentina)Saopaulojobs Jobs ArgentinaSaopaulojobs** ↗

**15. Client Operations Specialist (Argentina)Techstartupjobs Jobs Argentina**

**Techstartupjobs** ↗

**16. Client Operations Specialist (Argentina)FilmjobsJobs ArgentinaFilmjobs** ↗

**17. Client Operations Specialist (Argentina)Javascriptjobs Jobs Argentina**

**Javascriptjobs** ↗

**18. Client Operations Specialist (Argentina)Searchamericanjobs Jobs Argentina**

**Searchamericanjobs** ↗

**19. Client operations specialist (argentina) Jobs Argentina** ↗

**20. AMP Version of Client operations specialist (argentina)** ↗

**21. Client operations specialist (argentina) Argentina Jobs** ↗

**22. Client operations specialist (argentina) Jobs Argentina** ↗

**23. Client operations specialist (argentina) Job Search** ↗

**24. Client operations specialist (argentina) Search** ↗

## 25. Client operations specialist (argentina) Find Jobs ↗

Source: <https://ar.expertini.com/jobs/job/client-operations-specialist-argentina--argentina-1840-company-a3492a1b93/>

Generated on: 2024-05-05 by Expertini.Com