



FulfillNet, Inc. Company Profile

FulfillNet, Inc., an innovative and fast-growing marketing services company, is a leader in direct mail, fulfillment and contact management services with national and local clients such as Under Armour, Nautica, Shopko, the Green Bay Packers and the YMCA. FulfillNet excels in the use of custom software and database systems to earn and perpetuate its reputation for market leadership. We deliver innovative customer-focused solutions to support any market or business model.

FulfillNet, promotes a team oriented, energetic workplace where having fun and achieving goals go hand-in-hand and is seeking full time Account Coordinator.

Account Coordinator

FulfillNet's Account Coordinator fulfills a key role coordinating and directing client activities to meet and exceed their expectations and company's objectives. Build productive client relationships with close, proactive communications.

The ideal candidates will possess:

- A flexible schedule and personality
- Excellent organizational skills
- Computer skills: Microsoft Excel, Access, Power Point, and Word
- A base level understanding of Marketing concepts
- Attention to detail and pride in work completed
- The desire to be an active participant in a team centered culture
- The desire to grow and develop within our organization
- Excellent interpersonal, written and oral communication skills to develop effective relationships
- Excellent organizational and time management skills
- Ability to learn quickly and retain information
- Take initiative eagerly
- Analyze information and issues and offer solutions
- Bachelor, Associate Degree or equivalent Client Service experience

Please respond to hr-ac@fulfillnetinc.com