



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 a full time Administrative Assistant/Receptionist.

Administrative Assistant/Receptionist

FulfillNet's Administrative Assistant plays a critical role as the company's first impression to our clients, vendors and employees. This individual provides extensive administrative support to FulfillNet's leadership, sales and service teams.

This is a full time position with some flexibility between 35-40 hours per week. Would consider 30 hour part-time arrangement if schedule of availability covers majority of business hours.

Here's what we're looking for:

- Act as the face of the organization answering phones, greeting and providing excellent service to our guests
- Provide administrative support to FulfillNet's leadership, sales and service teams
- Perform variety of administrative tasks using Microsoft PowerPoint, Excel, Word and Access
- Assist in coordination of special events and activities
- Proof, print, collate and bind Sales presentations
- Coordinate travel arrangements
- Actively participate in contributing ideas, process improvements, and cross-training
- Punctual, professional, reliable
- Great organizational skills; able to multi-task
- Detail oriented and takes pride in work completed
- Articulate and energetic
- 2+ years experience in an Administrative position or Bachelor's/Associate's Degree

Please respond to hr-aa@fulfillnetinc.com