This position requires a very high level of detailed management on each account relating to direct mail fundraising for non-profits. The ideal candidate is someone well organized and proficient in multi-tasking and following through on very detailed instructions.

RESPONSIBILITIES

• Organization of all jobs and monitoring their progress from start to finish to ensure that all deadlines are met on time

• Customer satisfaction on each and every job

• Establish good relationships with each client

• Completion of every project on schedule and within budget with the highest quality

• Make sure that all information is approved by customer and within postal standards and regulations

• Demonstrate positive attitude to customers, other employees and vendors

• Maintain high level of cooperation with peers and managers

QUALIFICATIONS

• Bachelor's Degree or equivalent experience

• Strong verbal, written, and organizational skills

• Proficient in Microsoft Office (required)

• Proficient in Adobe Suite (required)