

Mandarin-Bilingual Assistant of Sales Operations

Position Title: Assistant of Sales Operations
Position Type: Temporary (3 month assignment)
Location: Arcadia, CA
Reports To: Team Lead of Sales Operations

Schedule: 40 Hours/Week plus overtime

About Clever Care

Clever Care was founded to help members of the communities we serve understand the complexities of their health care. We are dedicated to providing culturally sensitive health care solutions that offer our members better access to the services they need, in the language they understand. We deliver on our commitment to our members' health and well-being by offering plans that connect the benefits of Eastern and Western medicine.

Position Overview

Assistant of Sales Operations will assist the Sales Operations team with ongoing daily job responsibilities to manage key action items, special project activities/initiatives, and deadlines. Full-time opportunity is available for select successful candidate post-assignment.

Assistant of Sales Operations is expected to perform as instructed by the CEO/Sales Team and seek guidance where needed.

Key Job Responsibilities

- Support the Sales Operations Teams on the needs of our independent broker partners, agencies, and field marketing organizations by developing educational materials on consumer product offerings in the market allowing them to help sell more, earn more and stay independent with support of their on-going growth and success.
- Assist with the Sales Operations team in positioning insurance agents and agencies for quick growth with creating presentations, materials, and other resource tools.
- Assist with workflow review and data collection for departments including development and implementation of broker portal for company website.
- Through community marketing and outreach efforts to doctors and specialists, the Assistant will have direct impact on sales and enrollment growth and retention.
- General Office & Clerical/Administrative Work.
- Virtual Event Coordination for training purposes.

Requirement

Mandarin-Bilingual: Able to read/write Mandarin at business-level.

Customer Services experience preferred.

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