

## Sales Operations Assistant Vietnamese or Korean Bilingual

Position Title: Sales Operations Assistant  
Position Type: Full Time  
Location: Arcadia, CA  
Reports To: Team Leader of Sales Operations

### About Clever Care Health Plan

Clever Care Health Plan is a newly founded Medicare Advantage health plan, will serve Medicare beneficiaries in Southern California. Our employees are passionate in providing the best services to our members and healthcare providers partners. Two office locations are at Arcadia, Los Angeles county and Westminster, Orange county. To learn more, please visit [CleverCareHealthPlan.com](http://CleverCareHealthPlan.com).

### Job Summary

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.

### Functions & 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.

**Qualifications:**

Bilingual: Able to read/write Vietnamese or Korean at business-level.

**What's in it for you?**

1. A competitive compensation and benefits program.
2. Generous paid-time-off (PTO).
3. Ten paid holidays per year.
4. Excellent 401k saving plan, employer provides up to 4% match and employer contribution match is 100% immediately vested.
5. A work-life balance and much more!

Please email your resume directly to [hr@ccmapd.com](mailto:hr@ccmapd.com)

*Clever Care Health Plan Inc. is an equal opportunity employer and it is our policy to abide by all federal, state, and local laws prohibiting employment discrimination. All qualified applicants will receive consideration for employment.*