



● CEF Inc.

○ 웹사이트: <https://cem-lab.com/>

기업소개:



PREMIER BPO & CONSULTING

Dynamic BPO powered by elite consulting arm at the most competitive price.

CONSULTING

We help clients evaluate their current standing among peers, realize critical goals, and improve their performance through process engineering/innovation, operations audit, and cost optimization.

SURVEY & MYSTERY SHOPPING

Customers are the heaviest contributors driving financial performance at any organization. We help clients understand how they are perceived by their customers, and identify areas of opportunity to maintain healthy correlation of customer satisfaction and financial results.

BUSINESS PROCESS OUTSOURCING (BPO)

Based on rigorous understanding of customer services business models, we provide custom tailored BPO services at every tier (T1, T2/3, Back Office, Total IT Outsourcing) backed by industry leading top talents.

SOLUTION DEVELOPMENT

Backed by rich experience in application development covering wide range of platforms, we help clients to turn great idea into great product. We also offer maintenance solutions – keeping the applications relevant to today's rapidly changing enterprise.

미국 뉴저지에 위치한외국계 비즈니스 솔루션 기업입니다,모든 업무가 영어로 이루어지고 있습니다.

모집안내:

- 직책 : Program Lead
- 근무지역 : 411 Hackensack Avenue, Hackensack, NJ 07601
- 근무시간 : 40 hours/week
- 급여 : \$35,360 / Yaer [주 40시간, 52주 근무기준, 추가 근무시 시간당 \$25.5 지급]

Job Summary:

- Provide administrative support to the Executive and Directors including but not limited to, calendar maintenance, office organization, etc.
- Provide support to Human Resources department
- Administration of company's IT equipment and email accounts
- Receive, sort, and be responsible for incoming and outgoing mail/packages
- Perform various administrative functions including but not limited to copying, filing, planning various company events
- Coordinate travel arrangements when needed
- Additional administrative duties as assigned

Knowledge, Skills, and Abilities:

- Proficiency in Microsoft Office (Word, Excel, Power Point, Outlook)
- Excellent written and verbal communication skills
- Ability to prioritize and manage multiple projects simultaneously

Language Proficiency (Bilingual Proficiency):

- English: Proficient written and verbal communication skills
- Korean: Intermediate written and verbal communication skills

추가 지원사항:

1. 한국산업인력공단 정착지원금

- 지원대상: 최종합격자 및 소득분위 6분위 총족자(별도 문의요망)
- 지원시기: 근무시작 1달 이후 신청하여 수령하며, 3번에 나눠 수령하게 됩니다.
- 지원내역: 정착지원금 400만원 (1개월:200만원/6개월:100만원/12개월:100만원)

진행방법:

- ※ 서류전형 - 면접전형(온라인)

접수기간:

2022년 03월 28일 월요일 14:00까지 첨부된 이력서 작성하여 하단 이메일로 발송

※ 서류접수 마감일 이전 적합한 지원자가 있을 시 공고 조기마감 가능

※ 합격 시 J-1 비자 발급비용은 본인 부담입니다.

※ '미국 J-1 프로그램 안내서'는 반드시 사전에 참고 바랍니다.

※ 지원관련 문의 : Tel. 02-6268-2280 / Email : jhson@ciderlink.com

※ 상담신청 URL: <https://forms.gle/USmwNo8qQeWhGVZi9>

