

Mindshare Technologies has an immediate opening for an Operations Specialist. This is a salaried position with Mindshare's operations team. The successful applicant will be responsible for building survey and reporting solutions for clients across a wide variety of organizations and industries using Mindshare's proprietary applications.

Mindshare provides real-time customer phone and web surveys with actionable reporting to help companies understand, monitor, and improve their customers' experiences. Mindshare is growing very rapidly and requires an individual who learns software applications quickly, takes absolute ownership for projects, communicates effectively, and possesses very strong attention to detail. Applicant must be highly responsible, thorough, a self starter, and willing to go the extra mile when dealing with deadlines.

This is a great career-building opportunity at a vibrant, fun, and innovative company. Mindshare was ranked the 3rd fastest growing company in Utah in 2008 and was recently named to the INC 500 as one of America's fastest growing private companies. Excellent benefits package and 401(k) match available.

JOB TITLE: Operations Specialist

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Building survey and reporting solutions using Mindshare's proprietary application
- Managing multiple projects simultaneously and effectively prioritizing deliverables
- Rapid response to client inquiries, requests, and issues in a fast-paced, service-oriented environment
- Working with clients, both internal and external on survey and report design to deliver optimal operational improvement solutions
- Consistently delivering the right solutions on time and in impeccable condition

QUALIFICATIONS:

- Very strong analytical, technical, and logical thinking skills
- Ability to coordinate multiple priorities and respond to challenging situations
- Must be highly detail oriented to be successful
- Proficiency in Microsoft Excel, Word, and PowerPoint a must
- Previous comparable work experience a plus
- 4 year degree or equivalent preferred and demonstrated analytical abilities