Company: Ontel Products Corp.

Company Website: http://www.ontelproducts.com

Position: Accounting and Operations for Direct-To-Consumer Sales

Location: Fairfield, NJ

We’re looking for a motivated and hard-working individual to join our fast-growing consumer products company! You will be working with a passionate high-performance team that has created many multi-million dollar brands. Your main responsibility will be the management of the company’s direct-to-consumer sales on ALL our products, like Simply Straight, Miracle Bamboo Pillow, Veggetti, 5 Second Fix, and many more. The job is an energized, fast-paced position that requires a person who is organized, yet brings new ideas a passion to the job every day. Most of all, we are looking for someone who is never satisfied with mediocre, and is dedicated to constantly striving for improvement. You will get the real-world experience of working in a fast-paced & high-energy business, while having the opportunity to bring some amazing products to the world!

P.S. Don’t be daunted by the below responsibilities – we will train you.

Overview:

- Accounting
- Financial Reporting
- Logistics
- Inventory Management
- Sales & Advertising optimization
- Customer Service
- Daily Business Operations

Major Responsibilities:

- Use innovative marketing techniques to generate sales revenue online through: Product websites, Amazon.com, 800-Numbers, Print Ads, and all other direct-to-consumer channels.
- Maximize sales & profits of our direct-to-consumer business thru consistently testing various versions of product configurations & offers, creating appealing descriptions, researching competitive products, etc.
- Reduce expenses through analyzing the numbers and applying innovative new ideas.
- Logistics including coordinating incoming shipments of goods as well as daily shipments to individual customers, inventory management and ongoing projections.
- Generate weekly sales & profit reports for management team.
- Forecasting and analyzing of various business and sales methods. Create different types of analysis reports and presentations.
- Policing of internet knock-offs and counterfeits. Operate with company’s lawyers and salespeople to enforce policies.
- Complete accounting for the direct-to-consumer business, including monthly, quarterly, and yearly statements, and analyze financial ratios.
- Pay bills and make sure finances are up to date and accurate.
- Monitoring of order shipments, customer service, returns/refund processing, etc.
- Assist in market research as needed.
- Any other tasks required by the business.
**Requirements:**

- Bachelors Degree in business related field (preferably with a concentration in Finance, Accounting or Management)
- Great attitude, excitement, and interest in the company.
- Ability to handle the pressure and fluidity of a start-up environment.
- Ability to be creative and willing to brainstorm new ideas.
- Must be organized and have a high attention to detail.
- Computer skills including MS Office and Internet usage. Photoshop/Image Editing a plus.
- Knowledge of Quickbooks/Accounting Software highly desirable.
- Must have excellent oral and written communication skills.

Please email your resume to bizjobs@mail.montclair.edu and indicate Ontel in the subject line. Resumes will be accepted until February 29th.