TopCashBack USA

Title: Partnerships Sales Administrator

Location (address, city, state): Montclair, NJ

Job Type: Full-time

Compensation Type: Salary Wage (optional): TBD

Start Date: ASAP Close Date: 6/1/2017

Job Description:

TopCashback is looking for a pro-active Partnerships Sales Administrator member to join the Partnerships team in our Montclair, NJ Office. The Partnerships team is responsible for sourcing new cashback deals that deliver value to our members and developing relationships with major brands and their affiliate networks. The Partnerships team works with some of the biggest brands in the US including Amazon, eBay, Marriott, Macy’s, and Groupon and rely on the Partnerships Admin team to make TopCashback a great company to work with.

The successful applicant should have a keen interest in the US e-commerce and retail markets. They should be motivated with a go-getter attitude, eager to join a true start-up business. A key part of this role will be making sure that the offers presented to members are accurate, up to date and entice people to purchase. We are looking for people who are responsive, able to quickly solve problems and keen to give first-class service on an ad-hoc basis. This position offers an excellent opportunity to learn quickly, and to be given responsibility for key tasks and functions.

Primary Responsibilities:

- Ensuring that TopCashback is offering market leading promotions
- Adding campaigns and offers to the site
- Ensuring that the TopCashback website remains accurate/up to date
- Analyze internal and competitive data and use these to improve future campaigns
- Proof read campaigns and marketing communications and offer suggestions for improvement
- Identify potential improvements to the website and systems
- Development and ownership of key performance tasks
- Maintain and develop ongoing relationships with affiliate network partners and merchants

Qualifications:

- Bachelor's Degree or equivalent
- Professional communication and strong written skills
- Enthusiasm
- Well-organized with the ability to prioritize a workload and adhere to deadline
• Proactive – generate new ideas/think outside the box
• Advanced proficiency in Microsoft Office (Word, Excel, Outlook, PPT) and Google business apps (Gmail, Docs, Sheets)

Application Instructions:

If you think you have what it takes to join the TopCashback USA Team, please send the following information to jobs@topcashback.com

• A cover letter telling us why you’re an awesome fit. Applications without a cover letter will not be considered for candidacy. • An email subject line that simply says: US Partnerships Support • Your resume (or CV if you’re fancy)

Disclaimer Information

About the organization:

TopCashback is the US’s most generous cash back website. Having been established in 2011, we are now one of the market leaders in cash back and growing rapidly. TopCashback is a global, multi-cultural start-up backed by a hugely successful UK company that’s been thriving for well over a decade. TopCashback is an ethical company and lives by the motto “do as you would be done by”. We extend this way of operating to all of our members, merchants and partners as one of our core values