

Infogressive Operations Specialist

Who We're Looking For

A bright, detailed oriented person who wants to be an integral part of Infogressive's hub. Our Operations Specialist needs to be an organized, self-starter who can help contribute solutions to all problems, large and small, in our fast-paced environment.

What's in It for You

- We have a killer culture. Proof: [Meet Our Team Video](#)
- Cybersecurity is one of the hottest markets in the world today. Proof: [Gartner Article](#)
- You're joining an already successful company, we already have customers in 41 states and 15 countries and we've done that with 15 employees. Imagine what we can do with 100!
- We already have started building our awesome brand and marketing. Proof: [Corporate Video](#)

We Need a Rock Star to:

- Be ready to work with numbers! A big part of Operations is records and reports. Accounting includes:
 - Payroll/Commission
 - Receivables
 - Payables
 - Invoicing
 - Purchase Orders
 - Employee Expense Reports
 - Tax Filings (Excluding Year End)
- Create quotes for our Sales team and make sure they comply with all rules and procedures in the sales process, no matter how much they try and sweet talk you!
- Order supplies and most importantly coffee. You don't want to see our team without proper caffeine levels.
- Be a team player and complete any miscellaneous tasks to keep Infogressive running smoothly.
- Be the gatekeeper to all employees. All phone calls should go to the right people, unless they're sales calls. No, we do not want to buy anything.
- You're not a computer engineer, but you know your way around Microsoft Office. You can manipulate Excel or Word to get what you want. And if all else fails, turn it off then back on.

We Give Bonus Points for (Not Required):

- Being an Accounting ninja
- Knowledge of Connectwise, Quosal, & QuickBooks

Benefits:

- Medical insurance
- Paid vacation
- Fast paced, quickly growing company, with exceptional year over year growth
- Competitive, passionate, and fun work atmosphere
- Casual dress code
- Career advancement opportunities
- Performance-based incentives
- Fun, progressive working environment

How to Apply

Visit <http://infogressive.com/pages/careers> to submit your resume for consideration.

About Infogressive

Founded in 2006, Infogressive is a cybersecurity firm based in Lincoln, Nebraska. We pride ourselves on maintaining a relaxed, family first work environment where a love of laughter is highly encouraged. It wouldn't be surprising to see us BBQ for lunch, throw video game parties, and we have a traveling inter-office trophy for things like our miniature golf outings champions. We have a lot of fun and we enjoy coming to work every day (no, really).

Infogressive is one of the fastest growing private companies in Nebraska and we expect that momentum to continue for a long time. Our customers range from small to large in a variety of industries across most of the 50 states and 20 countries.