



Technical Operations Associate

We are looking for a full-time Technical Operations Associate to join the Technical Operations team specializing in operational support for an energetic, fast-paced internet company. The ideal candidate for this position will be a fast learner with problem solving and critical thinking abilities, attention to detail, and an instinct for multi-tasking. This candidate will possess excellent written and verbal communication skills, and is highly organized. This position is an entry level position for a talented person who wants to work with a terrific team and contribute to the phenomenal growth of ShopAtHome.com.

Responsibilities:

- Perform daily/weekly processing and reporting
- Update and maintain policy and procedure documentation
- Identify process improvement opportunities
- Assist with software quality assurance testing
- Minor technical troubleshooting
- Communicate with ISP's and Anti-Virus companies
- Other duties as assigned

Qualifications:

- Proficient with Microsoft Office including Excel and Word
- Excellent problem-solving skills
- Excellent analytic and numeric skills
- Ability to translate user issues into business requirements
- Knowledge of T-SQL or other relational database a plus
- Strong writing and verbal communication skills
- Proficient PC operation skills
- Practical skills using the internet
- College degree

Employees enjoy:

- Competitive compensation
- 15 days of Paid Time Off (PTO) annually
- 10 paid company holidays
- Medical, dental, vision & life insurance for employees and their dependents
- Matching 401(k) savings plan
- Flexible Spending Accounts
- Free on site gym (no excuses.....)
- Company Events and Bagel Fridays (don't forget the gym.....)
- Working with the greatest people ever!

ShopAtHome.com helps more than 15,000 online stores generate leads and sales through one of the largest coupon and discount shopping sites on the Web. With over 20 million customers and 25 years in the lead generation business, we are the leader in online coupons and deals.

ShopAtHome.com is located at our Greenwood Village, Colorado office near Quebec and Bellevue. Please submit a cover letter indicating position applied for, resume, and salary requirements to recruiting@ShopAtHome.com.