



## APPENDIX A Source Interlink Career Opportunity Form

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**POSTING DATE:** 01/08/10  
**POSITION:** Quality Control Specialist  
**DEPARTMENT:** In-Store Services  
**LOCATION:** Bonita Springs, FL  
**REPORTS TO:** Operations Manager

**FUNCTIONS:** Retail Display Allowance (RDA) is a rebate earned by retailer clients for the display and sale of magazines. Source Interlink provides magazine RDA accounting services for the largest grocery, drug, convenience and newsstand chains in the country. The Quality Control Department:

- Responsible for running and analyzing quality control reports
- Assist in development of new procedures in order to streamline processes
- Process reconciliations for special-handling projects
- Maintain data integrity for various systems
- Assist IT Department with testing software fixes and upgrades
- Handles specials projects as needed

**REQUIRED QUALIFICATIONS:**

- BS/BA degree in Business
- 2-4 years computer experience – **Proficient in Excel, Word, Access, Outlook**
- 2-4 years office experience
- Ability to problem solve, analyze data, and handle multiple tasks simultaneously
- Must have ability to prioritize workload and communicate difficult situations to management
- Excellent written and verbal communication skills and the ability to resolve customer issues
- Must be a self-starter with minimal supervision
- Strong organizational skills to manage workload to maximize productivity and efficiency
- High attention to detail and ability to operate in a dynamic and changing environment

**HOW TO APPLY FOR THIS POSITION:**

Email resume, letter of interest and any other relevant information you would like to submit to:

**EMAIL ADDRESS:** [jobs@sourceinterlink.com](mailto:jobs@sourceinterlink.com)