

**Cambium Networks** 

## JOB DESCRIPTION – Channel Operations Coordinator Location: Rolling Meadows (Hybrid)

Date: October 27th, 2021

## **Department Description**

Global Channel is responsible for partner programs and initiatives, channel operations, partner engagement and account management.

Scope of Responsibilities & Position Expectations

- Review deal registrations, communicate with local sales and partners when necessary for any deal related need.
- Partner applications and Specialty program review and approvals, communicating with potential partners and local sales team, onboarding new partners, providing system access.
- Assist with channel data management and coordination of new partner accounts with our vendor ModelN.
- Provide reports on partner data, including partner accounts and deal registration.
- Assist with updating program guidelines and documentation for partners.
- Assist with maintaining the partner portal, including uploading, updating, and setting permissions.
- Assist with questions from the field and partners on channel-related tasks.
- Assist with the rebate reconciliation process for global accounts.
- Manage the partner certificate process.
- Help monitor the partner inbox, resolve issues, or delegate tasks.
- Participate in channel events if needed.
- Other tasks, as required.

## Knowledge/ Skill Requirement

- Bachelor's degree in business or related field
- Detail-orientated and organized



- Ability to work in a fast-paced environment with multiple ongoing responsibilities.
- Strong, clear, and concise communication skills.
- Ability to work in a global company, with many internal and external. customers.
- Position is in Rolling Meadows, IL office with flexibility to work remote.