

**JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Account Manager
<b>REPORTING TO:</b>	Operations/Service Manager
<b>FLSA STATUS:</b>	Full-time, exempt
<b>EFFECTIVE DATE:</b>	January 2022

**Overview:**

This role will serve as a primary Vendor and Account contact and is pivotal to developing high touch relationships. We are a growing company with a small team seeking others interested in growing with a small company.

**Essential Duties:**

- Assist with managing various client accounts and project simultaneously
- Sourcing and managing contract partners
- Scheduling, budget tracking, invoicing preparation, and vendor management
- Communicate heavily with clients regarding the status of each projects and any issues that may arise
- Maintain accurate project documents which includes project tasks, resources, and budget reports
- Schedule field service technicians
- Plan, schedule and maintain tight project deadlines

**Requirements:**

- 0-2 years of project coordinating or administrative/account management experience
- Superior critical thinking & problem-solving skills
- Must be highly motivated and have a strong work ethic
- Highly proficient in Microsoft Excel & Word
- Associate degree (minimum)
- Comfortable speaking on telephone to introduce the company/services, involvement in sales and/or recruiting
- Strong written, oral and interpersonal communication skills
- Professional demeanor and appearance
- Ability to multi-task effectively
- Highly organized, Punctual, Resourceful, Attention to detail, Quick learner
- Graceful under pressure, adaptive to changing environments
- Ability to problem solve



We are an equal opportunity employer and make hiring decisions based on merit. Recruitment, hiring, training, and job assignments are made without regard to race, color, national origin, age, ancestry, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, or any other protected classification. We consider all qualified applicants, including those with criminal histories, in a manner consistent with state and local laws.