

Account Associate

Job ID: ADM-2019-005

Position Title: Account Associate

Company Name: United Alliance Services Corporation

Job Function: General Administration

Entry Level: Entry Level

Locations: East Wareham, Massachusetts

Report Location: East Wareham, Massachusetts

Posted: February 11, 2019

Job-Types: Part-Time Flexible hours: Position is budgeted for 20-24 hours per week

Job Duration: Indefinite

Minimum Experience: 3-5 Years

Required Local Travel: None

Compensation: Competitive base salary, bonus potential, healthcare benefits, 401K;

UASC is an Equal Opportunity Employer

Contact Person: Marc Bianco, COO / EVP of Technical Operations

QUALIFICATIONS:

Account Associates are involved in all facets of the day-to-day execution of consulting services and training programs. In this position associates gain a solid understanding of their clients' business strategy and objectives, serving both a research function and providing technical support. This includes handling market research and supporting editorial and multiple client programs as well as general account administration. Additionally, Account Associates begin developing relationships with account managers, consultants, trainers and their clients. The Account Associate role is the training ground for advancement to Account Managers positions where Associates grow to become responsible for the management of account and clients programs and begin to have more direct client contact.

Our ideal candidate possesses strong communication skills and is able to multi-task and tackle multiple projects simultaneously. It is imperative that this person has strong organizational skills, can pay attention to details, and maintains focus on multiple projects. Within this role, there is frequent interaction with our client base; therefore, someone with a solid background of building and maintaining positive client relationships is a plus.

GENERAL DUTIES AND RESPONSIBILITIES:

- Associates Degree or applicable work experience
- Work experience in professional business setting, communications, marketing and/or public client services
- Strong organizational skills and attention to detail
- Excellent verbal and written communication skills
- Computer literate; must be proficient with all MS Office application (Excel, Word, PowerPoint)

- Strong internet research skills and social media skills
- Experience with SalesForce software or other CRM Systems
- Interest in learning about workplace health and safety and OSHA compliance
- Ability to work effectively with different team members and manage multiple projects with multiple deadlines
- Position requires candidate to be within a 30 mile radius of corporate office in East Wareham, MA
- Positive attitude and team player

All application materials are only accepted via email: resumes, cover letters, transcripts, certifications etc., must be attached to the email at the time of submission.