

The Rocky Hill office is seeking enthusiastic professionals to join our expanding operations. The Account Manager will be the communication liaison between the corporate office and our clients. The AM will be responsible for resolving any issue that may arise by working with the CCO team.

Responsibilities/Tasks

- Reviews and abstracts leases
- Update and Maintain in house databases
- Responsible for all correspondence with clients
- Generates standard and develops reports for status of each client weekly/monthly
- Processes all client expenses
- Create new more efficient processes as the role grows
- Other related tasks as needed

Desired Qualifications/Traits

- Strong interpersonal and communication skills
- Positive "CAN DO" Attitude
- Strong problem solving skills
- Customer service experience
- Teamwork
- Ability to work independently and cohesively in a group
- Innovative
- Driven
- Energetic

Minimum Qualifications:




- Bachelor's Degree or higher
- Preferred 0-2 years of experience
- Strong organizational skills
- Strong written and oral communication skills
- Knowledge and ability in the Microsoft Office Suite
- Strong analysis skills
- Team player
- Preferred prior customer service experience

This job requirements list is not a complete description of all responsibilities but the list reflects the general qualifications, duties, and/or responsibilities necessary to perform this position. CCO, LLC reserves the right to revise the job description when circumstances are necessary for reasons like, but not limited to, new systems, technical developments, emergencies, work-load, and/or personnel changes.

APPLY NOW!

Email your resume to Apply@samsfoodstores.com

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