

Account Manager Assistant – PERMANENT FULL TIME

Candidate will be responsible for assisting account managers with clients, customers, and billing. This includes preparing and processing documents, answering calls and correspondence, taking part in managing schedules and billing, arranging meetings and appointments, and performing research and analysis to identify discrepancies.

Responsibilities

- Handle inquiries and requests from customers and address their needs.
- Stay on top of accounts, making sure they receive services that meet their needs.
- Meet regularly with other team members to discuss progress.

Required Qualifications and Proficiencies:

- Ability to manage multiple assignments in a fast-paced business environment adhering to deadlines as well as last-minute tasks with narrow time restrictions;
- Strong organizational skills and keen attention to detail;
- Excellent written and oral communication skills; and
- Proficiency with Microsoft Office suite (Word, Excel, PowerPoint).

EMAIL RESUME TO info@pierceins.com

