



PPCS is looking for an experienced, self-motivated account manager to join our team. Please forward your resume to us at Careers@progressiveprimarycare.com so you may be considered for future openings.

Position: Junior Account Manager
Hours: Full Time, Monday – Friday
Location: Oneonta, NY

PPCS seeks a Junior Account Manager to act as the first point of contact with existing customers, answer their queries and increase client satisfaction. If you enjoy coming up with effective solutions and working toward achieving goals, this job is right for you. You will use your communication skills to identify and address clients' needs while representing our company in a positive way. Previous customer service experience will be an advantage. Ultimately, you will contribute to building profitable, long-term relationships with our clients to reach our business objectives.

Qualifications:

- Excellent written and oral communication skills
- Demonstrated strong customer service skills
- Proficient using computer programs such as Microsoft Word, Excel, and Web based conferencing systems
- Working knowledge of HIPAA privacy regulations
- Certified Urine Collector Preferred (Will Train)
- Trained Breath Alcohol Technician (BAT) Preferred (Will Train)
- Working knowledge of the DOT Drug and Alcohol Program Requirements
- Understanding of sales principles and ability to deliver excellent customer experience
- An active and unrestricted NYS Driver's license
- Ability to self-direct
- High performer who is able to meet productivity standards set by PPCS
- Ability to cross cover other responsibilities as requested by PPCS
- Effective presentation and negotiation skills
- High degree of professionalism
- Good time-management skills with a problem-solving attitude