

Applied Business Services, Inc.

Employment Opportunities

Customer Account Manager

Job Description

We are looking for an enthusiastic person to help with proposals, telephone, seminars, and direct mail marketing efforts. Candidate will work directly with the President to help maintain our existing client base. Multi-tasking ability considered a must, as is a positive attitude. The ability to work independently with minimal supervision is needed. Experience in accounting or software industry helpful.

Responsibilities

1. Assist President with sales and maintenance of existing client base to ensure continued customer satisfaction.
2. Coordinate and attend conferences and seminars, including travel arrangements, conference registrations, client registrations, and ordering of marketing materials for shows.
3. Prepare sales packages, proposals, letters, press releases and other direct mail marketing pieces.
4. Invite clients to upcoming conferences and training seminars.
5. Other sales and marketing related activities as needed.

About Applied Business Services, Inc.

Applied Business Services, Inc., founded in 1981, develops, markets and supports financial and fundraising software applications for small to mid-sized organizations. We are a small, yet growing company dedicated to delivering excellent customer service to all of our clients.

Our management team is comprised of programmers, accounting professionals, and support technicians. We develop customized solutions to meet our clients' unique needs. We are top resellers and developers of the Open Systems, TRAVERSE, and SAGE accounting software product lines. We are also a Nationally Certified training center for Sage MIP Fund Accounting, Sage Fundraising 50, and TRAVERSE accounting software.

ABS is seeking qualified candidates to fill our positions in our Gaithersburg, Maryland office. We offer excellent pay and benefits. Interested candidates can email their resume to: humanresources@clientaccess.com.

Job Title: Customer Account Manager

Job Status: Full Time

Years Experience: 1-2 years

Education: Bachelors degree in Communication, Marketing, or other related majors

Job Location: Gaithersburg, Maryland

Minimum Qualifications:

- Knowledgeable with MS Office suite including Word, Excel, Powerpoint, and Publisher
- Typing speed of 50wpm
- Excellent oral and written communication skills
- Ability to multi-task and take initiative when direction is not given
- Must be organized and have a strong work ethic
- Willing to travel occasionally for conferences and shows
- Fluent in English with a clear speaking voice

For more information, please visit our website at www.clientaccess.com/careers.htm.

800 S. Frederick Avenue, Suite 101, Gaithersburg, MD 20877
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