Risk Toolbox, Inc. - Docutrax

**Title:** Assistant Account Manager

**Location:** 8 Wood Hollow Road, Suite 201, Parsippany, NJ 07054

**Job Type:** Full-time Entry-Level, $15 an hour

**Start Date:** ASAP

**Job Description:**

Cloud-based business service provider seeks highly-motivated self-starter to join our growing team of outstanding account managers. We are looking for someone with great communication skills, both written and verbal, professional telephone etiquette and the ability to learn quickly and think on their feet. You must be able to evaluate and interpret information quickly and correctly, be highly organized and multi-task comfortably all day. Good computer skills a must. Understanding of the insurance industry a plus. This is an excellent opportunity to learn and develop with a dynamic tech company. Great potential for growth and advancement

**Primary Responsibilities:**

- Learn & assist Account Manager

**Qualifications:**

**Job Details:** Assistant Account Manager

- Develop into a point of contact for all matters specific to your customers
- Help build and maintain strong, long-lasting customer relationships
- Develop a trusted advisor relationship with key accounts, customer stakeholders.
- Ensure the timely and successful delivery of our solutions according to customer needs and objectives.
- Assist with high severity requests or issue escalations as needed

**Required skills:**

- Demonstrated ability to communicate credibly and effectively at all levels of the organization.
- Proven ability to manage multiple projects at a time while paying strict attention to detail
- Excellent listening, negotiation and presentation skills
- Excellent verbal and written communications skills
- Team Oriented
- BA/BS degree or equivalent

**Employment details:**

- Hours: M-F 8:30 – 5:00
- Tremendous growth potential
- 90-day provisional period

**Application Instructions:**

Please send resume to Dan Allocca – dallocca@docutrax.com