

NewsExposure

Account Services Representative (Sales Department)

Our company is currently looking for an enthusiastic and self-motivated individual to join our team. As an Account Services Representative you will work closely with our sales team and clients. Duties include, but are not limited to, lead generation, troubleshooting client issues, answering incoming calls and routing them appropriately and responding to client emails. Our workplace is like a community and candidates must be comfortable working closely with their peers as part of a team.

Ideal candidates should:

- Dependable
- Fast learner
- Take initiative
- Be comfortable asking questions
- Have a high degree of accuracy and attention to detail
- Have exceptional verbal and written communication skills

Job responsibilities include:

- Provide support to the sales team
- Lead generation
- Ensuring incoming calls and emails are answered timely and professionally
- Update and maintain client information
- Confidently execute a basic needs analysis
- Internal and external communication
- Assist other departments as time permits

To apply, please send a cover letter outlining why you are right for this job, along with your resume, to apply@NewsExposure.com.