

We have an opening for a Full-Time Account Manager at JASS.

This position provides administrative support from our office in Plymouth to a variety of clients across several industries, mainly sole proprietor businesses and homeowner's associations.

This position requires skills (recent college level education or 3+ years experience) in the following areas:

MS Word, Excel, Outlook, proper formatting of business letters, bookkeeping using either QuickBooks or Peachtree software, listening, information retention, Internet research, spelling, vocabulary, grammar, syntax, and electronic and physical file system creation.

Skills in the following areas are a plus:

MS Publisher, Access, PowerPoint, Microsoft Office User Certification, PDF-creation software, graphic design education or experience, meeting organization and facilitation, liaison with outside vendors, and public speaking.

This position requires an individual who can work well both independently and in a team environment, takes pride in his/her work, and has high business ethics because our clients require confidentiality, dependability, honesty, integrity and professionalism. This person must display the ability to use logical reasoning, solve problems, and pay attention to detail. Because the person in this position works directly with clients, an outgoing, personable attitude, and an ability to listen and communicate well is necessary.

Salary for this position is \$26.5K-\$30K to start DOQ. Benefits include Health, Dental, Retirement and supplemental insurance.

Submit resumes to info@jass.biz, or by fax at 763.553.9326.

JASS

763.553.9326 (fax)

www.jass.biz