

## Account Administrator

The Account Administrator is an integral member of the Business Development team. This position is responsible for the day to day contact and service issue resolution with our customers, as well as for preparing analytical data for customer meetings. Administrative responsibilities of the position include schedule coordination for key accounts with RGIS field operations and customers, support for various account activities, and interaction with related RGIS Field Support Center Departments.

Job location: Deerfield, Illinois

### **Qualifications:**

- Minimum 2 years job experience in a position that requires a high level of accuracy and reliability, and interaction with customers.
- Effectively address service issues in a professional manner
- Demonstrated analytical skills
- Must possess excellent verbal and written communication skills
- Capacity to work independently as well as part of a Key Account Management team
- Detail orientated and exceptionally well organized
- Multi-task in an efficient manner to meet required deadlines
- Must be able to work in a fast paced environment with changing priorities
- Above average skills in Microsoft Excel, Word, Outlook, and Power Point
- Oracle experience a plus
- Ability to adhere to a flexible schedule with varying hours as assigned
- Available to travel as needed for training and/or customer meetings

### **Responsibilities:**

- Establish, build and maintain professional business relationships within customers
- Communicate with customers to meet scheduling and reporting expectations
- Coordinate customer scheduling with RGIS field operations via Oracle
- Manage service issue resolutions with customers
- Compile data from multiple sources into a formal report for presentation to the customer
- Support Account Manager on all customer related responsibilities as required
- Maintain computer and document files
- Perform general clerical and office duties
- Additional duties as assigned

Salary range: \$25,000 – 45,000; commensurate with experience

Qualified, interested applicants please submit your resume along with salary history to  
Corporate Recruiter - RGIS Human Resources at:

[recruit@rgis.com](mailto:recruit@rgis.com)

**We look forward to hearing from you!**

[www.rgisinv.com](http://www.rgisinv.com)

*RGIS, LLC is an equal opportunity employer*