
Account Manager

We are looking for an Account Manager who thrives in a client-focused design and development environment. Candidate must have strong communication and organizational skills.

Position offers competitive salary with bonus and benefits packages. Offers made based on qualifications and quality of interview.

Job Duties

- Phone and in-person communication with current and potential clients.
- Creating and organizing project notes.
- Coordinating manager meetings and discussing project reviews.

Experience and Requirements

- Strong phone presence and experience handling dozens of calls per day
- Excellent verbal and written communications skills
- Strong listening and presentation skills
- Ability to multi-task, prioritize, and manage time effectively
- Proven customer service and sales experience preferred
- Proficient with corporate productivity and web presentation tools
- BA/BS degree or equivalent preferred

All Inquiries

Send résumé and cover letter to resumes@woodst.com

Subject: Account Manager Position