

**Account Manager, Inside Sales
(Aurora, CO)**

ReadyCare is a leading provider of personal care amenities, supplies and private label solutions to world-class hotels, spas, health clubs and golf clubs. For over 25 years, Denver-based we have helped thousands of properties deliver great member and guest experiences by ensuring their personal care offering aligns with their brand and their customers. For more information, visit www.readycare.com

Our health & golf club team is looking for an energetic self-starter who enjoys taking care of business customers and can help them take full advantage of their ReadyCare relationship. If you're organized, helpful and a team player, we'd love to talk to you about this exciting opportunity

RESPONSIBILITIES

- Effectively manage assigned business accounts and find opportunities to grow them
- Interact with customers on a daily basis by phone and email
- Respond promptly to customer inquiries and resolve customer challenges
- Process customer orders in an accurate and timely manner
- Become an expert in our extensive product offering and serve as a product resource for our customers
- Generate reports to better manage assigned customers
- Other duties as needed

REQUIRMENTS

- 2+ years of inside sales or customer service experience
- Ability to analyze customer needs and match them to product solutions
- Excellent problem solving skills and ability to multi-task
- Strong communications skills (writing, speaking and listening)
- Extremely organized
- Computer savvy with ability to type proficiently
- Proficient in Microsoft Office products (Outlook, Word, Excel and PowerPoint)
- Macola, ACT and Crystal Reports experience is a plus but not required

COMPENSATION & WORK SCHEDULE

- \$16.00 per hour plus commission potential
- Full-time position (Monday-Friday, 9:00a-5:30p)
- No overtime or weekend work required
- Medical & dental benefits available after 60 days of employment

To apply, send resume & cover letter to jobs@readycare.com