

Business Development / Account Manager

Job description

Professional Retail Outlet Services, LLC is a facilities management company servicing national clients that prides itself on the highest level of facility services. PROS incorporates a team approach to servicing the unique needs of its clients and the qualified candidate will work well in the team setting.

Looking for a Candidate that is skilled in Business Development and has Facility Management Experience. Professional Retail Outlet Services is a fast paced office that handles facility maintenance work for national retail stores. You must be organized, computer literate, able to multi-task, prioritize work flow and have a sense of urgency.

- Competitive pay based on experience
- Full time position (M-F)

This Position will include but not limited to:

- Create a Business Development Plan
- Initiate contact with prospective customers and provide required information as requested.
- Work directly with new customers as Account Manager by processing new Work Orders from Start to Finish.
- Create a book of accounts to provide Account Manager support which is large enough to transfer day to day account support by our Account Manager team.

The successful candidate will also have –

- Excellent communication skills
- A warm, approachable manner
- Good basic computer skills and knowledge of all Microsoft Office programs
- Previous Facility Maintenance Experience

- Must have strong organizational skills, the ability to multi-task, and prioritize work flow as needed
- Must have the ability to manage stressful situations while maintain great customer service skills

Job Type: Full-time

Salary: Based on Experience

Please send a resume and cover letter.

Position Details

Minimum Qualifications:

- Experienced (Non-Manager)

O*NET Code:

- 43-1011.00

O*NET Occupation:

- First-Line Supervisors of Office and Administrative Support Workers

Education Required:

- High School **Diploma/Equivalency**

Job Characteristics:

- Full-time
- Veteran focus
- Willing to train/training program
- People with disabilities
- Older Worker

Company Description

Business Development - Facility Maintenance