



AM MANAGEMENT CO.

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### **Healthcare Company Looking For Veteran & Military Healthcare Navigator**

**Summary/Objective:** Seeking Account Manager/Executive of veteran/military experience with proven track record effectively utilizing research, planning, management, and communication skills along with abilities to develop new and maintain existing relationships with end consumer and partners with a purpose of accomplishing defined goals of growth and development for company.

#### **Responsibilities & Required Skills:**

- Bachelor's degree in business related field or relevant experience
- Ability as a team member and individual to prioritize and multi-task to uphold quality and standard of company
- Maintain scheduling, updating calendars, aware of timelines, and effectively communicating to management and end consumer
- Execute current marketing strategies through communication with management and team members to accomplish goals
- Strong networking, collaborating, and personal engagement abilities
- Ability to speak, present info, educate, influence, interact, and relate with end consumer and partners by phone and in person
- Fast learner and highly adaptive to quickly changing environments and resources
- Excellent written and communication skills
- Strong leadership skills
- Team player, positive attitude, professional
- Performs well in high-pressure, high-demand culture
- Results-oriented and proactive problem solving abilities
- Provide weekly and monthly quantitative and qualitative reports to allow management to measure progress of activities
- Meeting and exceeding goals
- Mac and/or PC user
- Proficient in Microsoft Office Suite - Excel, PowerPoint, Word, and Outlook
- Educate and direct consumers to online/digital/social media presence to grow interactive community
- Smart phone with hi resolution picture and video capture capabilities
- Valid driver's license and vehicle
- Pass background check and drug screening
- References (3)

\*Interests in philanthropic events supporting education & health initiatives

\*More company info and details will be provided during interview process.

\*In person meetings/interviews taking place August - September of 2016 with an expected start date by September/October of 2016.

**Temporary To Permanent Position:** 3 - 6 months

**Base Salary:** \$34,000 - \$38,000 + Commission + Bonus

**Pay Frequency:** 1<sup>st</sup> & 15<sup>th</sup> of month (Salary), Commission + Bonus - TBD (ex: Monthly, Quarterly, etc.)

**Performance Based:** Weekly & Monthly evaluation

**Training:** Ongoing basis