



Account Manager

CRP, Incorporated (CRP), a professional services and management consulting firm, is seeking an Account Manager who is organized, energetic, a multi-tasker, and a quick learner. The candidate must demonstrate strong customer service skills and a willingness to grasp and understand the company's products and services, working in a hybrid or completely telework/remote work environment. The person will work with a team of staff members to successfully ensure that deliverables/requirements are met, project by project. As a team member, responsibilities may vary from project to project; but include and not limited to:

- Manage the relationship with the client and relevant stakeholders
- Apply process improvement strategies
- Maintain relationships with project vendors
- Meet with clients to take detailed ordering briefs and clarify specific requirements of each project/task (as deem necessary)
- Track project performance
- Prepare project internal reports

Specific tasks for the initial project assignment will include:

- Recruitment, interviewing and selection of staff and related activities
- Onboarding activities
- Timesheet verification and other payroll-related activities
- Other management/administrative duties as assigned

Qualifications:

- B. S. degree preferred (2 years of progressive work experience may be substituted)
- Strong working knowledge of Microsoft Office
- Excellent written and verbal communication skills
- Strong leadership skills and the ability to work within a team environment

Benefits: Health & life insurance; 401k retirement plan; leave (annual & sick)

Salary: \$50k to \$60k

Job Types: Full-time, Contract

Diversity and inclusion are elements of CRP's corporate DNA!

HOW TO APPLY: Qualified candidates may submit a cover letter and resume to careers@crpcorp.com.