

## **Account Associate**

### ***Position Description***

#### **I. Overall Expectations**

- a. B.S. Business, Marketing, Information Technology or English, (*or close to graduation*)
- b. Professional
- c. Excellent communication skills
- d. Excellent writing skills
- e. Customer relation skills
- f. Consistent attendance
- g. Desire to learn new technologies

#### **II. Management**

- a. None

#### **III. Customer & Community Contact**

- a. High

#### **IV. Goals & Tasks**

- a. Attain an understanding of PCG customers, current projects, and prospects
- b. Maintain "Technology Plans" for customers
- c. Assist Account Director with client communications & timelines
- d. Attend customer meetings
- e. Assist Account Director with upselling existing customers via proposals
- f. Assist Account Director with Business Development (new customers)
- g. Develop ideas for improving overall customer service & communication
- h. Assist Account Director with RFQ/RFP responses
- i. Perform GSA reporting duties as instructed
- j. Attend after-hours community events – schedule permitting (within 40 hours weekly)

#### **V. Potential Career Path Directions**

- a. Account Director

#### **VI. Compensation**

- a. Salary (full-time)
- b. Paid Holidays
- c. Quarterly Profit Sharing
- d. Benefits