



Interested applicants should submit cover letter and resume to:
AXIS Data Solutions, A Cathedral Division.
6851 TPC Drive, Orlando FL 32822
JOBS_PM@axisorlando.com
www.axisorlando.com

Job Posting

Employment Opportunity – Full Time

Position: Client Services Account Manager

Reports To: Client Services Manager

Location/Department: Orlando-Client Services Department

Summary: Our Client Services Account Managers support the company's Business Services Division through day to day contact and management of our client's projects. Client Services Account Managers translate client specifications into instructions for our data department as well as for our print and mail production departments. Organization is central to this position requiring a high energy, detail oriented individual with the ability and flexibility to adapt under changing conditions. Excellent communication skills and the ability to use sound business judgment when prioritizing tasks are keys to success.

Responsibilities: Include, but not limited to, confer with clients, facilitate and monitor projects and project timelines, coordinate and monitor the project deliverables including data, materials and postage, collaborate with data and production personnel, record keeping, and special projects dictated by Management. There are no supervisory responsibilities currently with this position.

Skill Required: A Client Services Account Manager is the hub of client communication within our company and the ability to communicate with urgency along with tact is important. Candidate must possess strong organizational, time management and multi-tasking skills. This position requires someone that is flexible and adaptable while at the same organized and detail oriented. Individual must have experience in Client Services. Knowledge of data processing, programming instructions, and print processes, in a fast-paced, production environment is desirable. The individual should demonstrate excellent verbal and written communication skills to all levels within the organization and be proficient in MS Office products. Good interpersonal, problem solving and negotiation skills are keys to success. The individual will be required to work both as an individual and in a team environment.

Education and/or Experience:

Preferred education level is a Bachelor's Degree.

Preferred 2-4 years of experience in customer service and/or project coordination.

Our Culture/Environment: AXIS Data Solutions, A Cathedral Division is a high-performance, employee-oriented organization. The daily schedule is fast paced and dynamic balanced by the need for precision and attention to detail. The department's environment is professional and team oriented. Cultivating and maintaining an excellent relationship with our clients is the key to our success!

AXIS Data Solutions, A Cathedral Division, is headquartered in Orlando, FL and specializes in electronic and print distribution of client communications. Targeted markets include financial institutions, government entities, utilities, universities and church/non-profit organizations.

We offer excellent compensation and comprehensive benefits including health, dental, vision, life, short term disability, long term disability and 401(k) with company match.

EEOC

This employer is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin, disability, veteran status, citizenship status, or marital status. We assure you that your opportunity for employment with this employer solely depends on your qualifications.