



Position Overview
Business Account Administrator

The Position: The Business Account Administrator (BAA) is responsible for administrative activities related to assigned clients. The BAA works closely with Business Managers and other support personnel. The BAA's main responsibilities include claims, deductions and promotion forms management; s/he assists with performing administrative activities, and facilitates problem resolution by maintaining communication and serving as a liaison to Business Managers, customer service personnel, and other support staff.

Primary Job Responsibilities

- Claims and Deduction Management: manages the claims, deductions, and reconciliation processes by meeting client and customer expectations through maintaining accurate records
- Collections: assists Business Development Managers with repayments and receivables
- Administrative: supports and resolves administrative activities by maintaining communication flow and serving as a liaison to Business Managers
- Client and Customer Interaction: understanding and communication of policies and procedures
- Promotions Forms Management: maintains an efficient forms management process through consistent application and training. Develops accurate and timely promotional materials by inputting client information in order to create a promotional calendar. Maintains promotional materials through tracking vehicles (ie. spreadsheets, sample inventories, quotes, and bonus tracking). Ensures accurate and timely communication of promotions by maintaining updated distribution lists.

Required Qualifications-Business Account Administrator

- High school diploma or equivalent
- One to three years administrative experience, preferably within the Food Industry
- Previous claims and customer service experience helpful
- Ability to work as a team player in a fast paced environment
- Must type a minimum of 55 WPM
- Good verbal and written communication skills
- Proficient in Microsoft Windows and Office Word, Excel, and PowerPoint
- Ability to prioritize and work on multiple tasks with minimum supervision
- Must have strong organizational skills
- Mathematical and analytical skills needed
- Ability to work a flexible schedule as necessary

This is a list of the major responsibilities and duties required of the position and may not be all-inclusive.

For immediate and confidential consideration please contact:

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Principals only please

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