

Accounts Support Specialist

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: DOE

Employment status: Contract / Temporary to Hire

Description

Are you a diligent clerical support individual looking to grow their skills in client account support? Robert Half Contract Team has an exclusive opening for an Account Support Specialist for a growing company here in Milpitas, CA! In this contract to permanent role, you will enjoy the ability to wear multiple hats/growth, a dynamic and fun team and occasional lunch perks. This role won't be available long, apply today!

Job Description:

- Create Proposals, Bids for Account Managers.
- Create and send Letters to customers.
- Manage calendars.
- Using our internal software – Method accurately.
- Process and execute accurately New, Change and Cancel Jobs for our Customers.
- Edit Contact information.
- Calculate Rates.
- Process and execute accurately one-time jobs for our Customers.
- Provide excellent customer service while multitasking.
- Receive requests from Operations/Sales for bid proposals and email them to the customer.
- Receive requests to setup Calendar Invites, reminders, etc.
- Serve as a personal reminder of upcoming meetings, appointments, scheduled services, events, etc.
- Relay customer concerns, complaints, requests to managers.
- Liaison to receive follow up from the field and relay to customers.
- Run and review operations reports to ensure accuracy.
- Review and run sub reports to ensure accuracy.
- Contact drivers and subs as needed to relay site info or correct invoicing.
- Review Department invoices and organize for managers for review.

Requirements

- High School Diploma
- Associates or bachelor's degree in a related field.
- Ability to guide, direct, and coordinate multiple projects
- Ability to read, analyze, and fill out reports and documents
- Ability to apply mathematical and analytical skills
- Ability to understand checks and balances within a financial capacity to achieve a working profit
- Bilingual in Spanish a plus
- Must satisfactorily past the pre-employment background screening process
- Ability to exercise good judgment in a timely manner
- Effective time management, planning and organizational skills

- Strong interpersonal skills; excellent verbal and written skills with the ability to communicate information clearly
- Works gracefully under pressure and deadlines; ability to multi-task, meet strict deadlines, and work under pressure.
- Enjoys a fast-paced environment; flexes as needed.
- Establishes good rapport and cooperative relationships inside and outside the organization.
- Ability to work independently and effectively in a team environment

-Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

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Questions? Call your local office at 1.888.490.4154. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.