



## Account Manager

PaySimple, voted one of the best places to work in Denver, is staffing up to support explosive growth in 2012! We are looking for an Account Manager to become an integral member of our team. This is an exciting career opportunity and we're looking for a superstar to fill this role.

### Job Description:

PaySimple is creating a world-class service organization and our Account Management team is critical to our continued success. The Account Manager will own a portfolio of small business customers and provide proactive outreach to help facilitate each customer's adoption and integration of the product. The Account Manager is responsible for establishing relationships with new and existing customers in order to drive utilization of our products and services as well as increase retention across their portfolio. The Account Manager will communicate with customers via email and phone with a heavy emphasis on outbound calling.

### Responsibilities:

- Manage a portfolio of small business customers, prioritizing daily tasks based on customer usage and need.
- Increase utilization, revenue and reduce attrition within portfolio.
- Master PaySimple's product and service offering in order to provide small business customers with informative, consultative guidance and information.
- Build rapport with each small business customer in order to promote longevity and satisfaction within the customer base.
- Using a consultative approach, determine the product feature set that matches the customer need, drive traffic to training webinars, inform customers of new product enhancements, and drive referral programs or special offers for qualified customers.
- Passionately support PaySimple's commitment to create an outstanding experience for our customers.

### Qualifications:

- 2 – 4 years related work experience required
- Proven Project and Account Management experience required
- Experience and demonstrated success placing outbound phone calls in a sales or account management capacity
- Organized, detail-oriented individual capable of meeting short-deadline goals on a daily basis
- Strong written and oral communication skills
- A team player who performs well independently
- Ability to multitask, take direction and execute with precision
- Previous startup experience a plus
- Must be a confident, adaptable self-starter who thrives in an empowered, fast-paced environment

The PaySimple Solution is a cloud-based receivables management software that enables small businesses to bill, collect, and manage their customers' payments under one user-friendly system. PaySimple headquarters is located in the heart of LoDo. We are building an extraordinary company and looking for talented, energetic, and motivated individuals to join our unique environment.

If you are looking for a company that is truly focused on empowering small businesses with superior technology, come join a company that rewards authenticity and supports energy with a passion.



Visit our website at [www.paysimple.com](http://www.paysimple.com) and click on [Career Opportunities](#). Read about our vision, our energy, and the PaySimple PATHS to extraordinary returns. If this truly speaks to you, click Apply Now to fill out our fun application and send us your resume and cover letter. We look forward to hearing from you!