Accounts Representative

About Us:
StateFoodSafety.com, a division of AboveTraining Inc., was formed in 2008 to provide high quality online food safety training to restaurants, health departments, and other customers. We have since grown to serve customers nationwide, including hundreds of health departments in over 20 states.

Why Work for Us?
- Flexible, family-friendly, small business environment
- Meaningful work
- Exciting career growth opportunities
- Competitive benefits

About the Position:
StateFoodSafety is seeking a motivated person who can add to our company’s growth! Prior experience managing accounts and/or food safety knowledge help, but are not a "must"—you can learn on the job! This position works with companies and organizations across the country to connect their employees with our industry-leading products.

Quality candidates should be self-starters, reliable, and work well with teams. An individual in this position must be able to communicate effectively with clients and customers over the phone, via email, and in person. This is a great opportunity to grow with this company.

Responsibilities
- Interact with potential customers
- Build and maintain strong, long-lasting customer relationships
- Work with existing and potential customers to identify and meet their needs
- Use CRM (Customer Relationship Management software) to track communication with clients
- Research new food safety regulations
- Travel occasionally, as needed
- Other duties as assigned

Qualifications
- Humble, honest, hungry, and smart!
- Excellent communication skills
- Detail-oriented
- Ability to focus on priorities
• Technology aptitude
• Writing and editing experience is a plus
• Available for a minimum of 1 year (provided organizational and job fit)

Benefits

• Health & Dental benefits
• 401K
• Flexible scheduling
• Life/Disability insurance
• Vacation
• Paid holidays
• Personal days

Please contact Linda Edlund at ledlund@abovetraining.com or at (801)805-1872 to apply.