

## **New Accounts Representative – Job Description Summary**

Responsible for opening new accounts, verifies and processes alterations to existing accounts, cross-sells other products and services, answers customer questions and resolves related account problems. The position requires a thorough knowledge of all types of account ownership, account classifications, as well as a broad knowledge of organizational services. Work involves a high level of interaction with customers and staff and requires an ability to communicate effectively with prospective and current customers.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment