

No More Dirt, Inc.
Job Posting
Account Coordinator

No More Dirt is a fun and established San Francisco commercial building maintenance company seeking a full-time Account Coordinator that brings encouraging, results-driven, high-energy support to our Account Management team. The ideal candidate has a great understanding of CRM's (Salesforce), marketing communications, project coordination and execution, is detail oriented and has an ability to see the big picture. We are a dynamic business with an upbeat, collaborative environment. If that piques your interest, we would love to hear from you!

Our Account Managers spend most of their time in the field interacting with our clients and vendor partners. We need a point person at our headquarters that can help from behind the desk while we are behind the wheel!

What do you need to bring to the table:

- A sense of humor
- Intrinsically motivated individual with a positive attitude
- Excellent verbal and written communication skills
- Attention to detail, while having an ability to think critically and creatively on your feet
- Be an active team player with the ability to work independently

Responsibilities

- Collaborate closely with the COO to on Operations logistics, marketing communications, and strategic goal implementations.
- Assist the team in bid writing, client billing, and Salesforce
- Craft agendas and curate Salesforce dashboards for Operations meetings
- Exhibit strong organizational, presentation, and interpersonal skills including the ability to juggle multiple assignments / clients
- Ability to work in multi-faceted, fast-paced environment
- Engage with and anticipate the needs of the Account Management team in an enthusiastic and positive manner.

Compensation

\$32.00/hour

401K, Medical, Vision, Dental and Vacation are also included in the compensation package.