

SUITE·HOME

CORPORATE HOUSING

Account Manager

Position Summary: Suite Home is looking for an experienced Account Manager to assist in the leasing of our apartments, completing all stages of the sales cycle including paperwork, and assisting clients as needed. This candidate must work to building and maintain positive relationships with Suite Home clientele, and keep the company front and center in their minds for upcoming needs. Strong communication & guest service skills a must

Full Time Position. Monday-Friday, 8:30am-5pm

Office Location: 1250 N LaSalle, Suite 1, Chicago, IL 60610 (Old Town)

Primary Duties and Responsibilities:

- 1) Compile lists of potential sales leads for our Business Development sales team
- 2) Make outbound follow up calls to potential & existing clientele
- 3) Assist with inbound calls from corporate clientele
- 4) Quote pricing and apartment options
- 5) Source inventory pricing (working with our Controller) for potential leads
- 6) Builds and maintains corporate clientele
- 7) Enters sales and customer data into Oscar and CRM
- 8) Meet with clients as needed
- 9) Send client gifts/email/email blasts/coordinate client events
- 10) Investigate & resolve customer concerns
- 11) Maintain all corporate accounts
- 12) Assist with Operations & Sales teams as needed

Success Behaviors/Work Habits:

- 1) Positive, go-getter attitude
- 2) Calm and cheerful demeanor to handle a variety of clientele
- 3) Achieves results and meets deadlines that are set by company and self.
- 4) Severe organization. Rapid customer service. Accurate responses

Performance Measurements:

- 1) Achieves or exceeds all daily, weekly, monthly, quarterly and annual objectives.
- 2) Reports on activities and consistently documents activities according to company policies and procedures.
- 3) Operates in a timely and consistent manner.

Experience:

Proven experience in an inside sales position required and/or experience in leasing, hospitality, hotel is a plus. Must be a fast-paced, motivated individual and ultimate team player.

High school diploma or general education degree (GED)

College degree is preferred

3-5 years sales/hospitality experience preferred

Must have valid drivers license (Suite Home provides sales cars for client visits)

Midwest/Local familiarity a must

Strong communication skills

Benefits:

Competitive Compensation

Paid Vacation and Holidays

Health Insurance

Opportunity for Bonus

Please email resumes to careers@suitehomechicago.com or fax (312) 638-0892