

Altrum Honors would like to fill a few professional positions. All positions require Bachelor Degree and experience. Please see the details below.

<http://www.altrum.com/>

- Position title: Junior Account Managers
- Salary/Hourly Wage: 30-35k + Benefits
- F/T or P/T: Full Time Hours per week: 40 (Mon-Fri 8:30am-5:30pm)

Qualifications/Experience: Entry Level – 1 year

- Education: Bachelor Degree

College degree and experience in a customer service/client relations environment.

Strong understanding of sales and customer service

Excellent command of English both written and spoken, with the ability to interact smoothly, and handle multiple tasks simultaneously

Ability to deal with tight deadlines, attention to detail, and strong organizational skills.

Excellent social skills with pleasant personality and professional appearance

Ability to work independently, goal-oriented and self-motivated

Proficiency in Microsoft Office and Internet browsers

- Position title: Sales Associates
- Salary/Hourly Wage: 38k-45k + Benefits
- F/T or P/T: Full Time Hours per week: 40

Experience: 1 Year- 2 year

Bachelor's degree

Strong understanding of sales and customer service

Excellent command of English both written and spoken, with the ability to interact smoothly, and handle multiple tasks simultaneously

Ability to deal with tight deadlines, attention to detail, and strong organizational skills

Excellent social skills with pleasant personality and professional appearance

Ability to work independently, goal-oriented and self-motivated

Proficiency in Microsoft Office and Internet browsers

All candidates should have great personalities, great customer experience, well groomed & technology savvy.

Benefits:

- Tax Breaks
- 401K
- 45 Dollars towards Cell Phone Bill
- Flex Days
- 1 year Promotion
- Health Insurance

Referral Process: Send qualified candidates with a referral ticket to The Upper Manhattan Workforce 1 Career Center on Tuesday August 4th or Wednesday August 5th at 12:30pm. All candidates must arrive in professional interview attire and have full time availability.

Danielle Ellis

Partner Coordinator

Upper Manhattan Workforce1 Career Center

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