

Contract Oversight
Corporate Educational Account Manager
Choice Schools Associates LLC

Position Locations: Greater Detroit area
West & Southwest Michigan area (Grand Rapids, Muskegon, Benton Harbor)

Applicants for the position should submit the following credentials along with an application downloaded from www.choiceschools.com:

- Letter of interest
- Background and experience in the form of a resume
- Graduate school transcripts or a copy of Masters/PhD degree
- List of five references including relationship, address, and telephone number

Schedule: Full-time, year-round, frequent travel to assigned accounts and corporate office required

Completed applications including all items listed above are to be submitted to:

Email: careers@choiceschools.com

Fax: 1-877-857-3310

Position Specific Information:

Job Goal: The Contract Oversight/Corporate Educational Account Manager is responsible for a portfolio of client relationships in multiple locations. Our Contract Oversight/Corporate Educational Account Managers serve as the primary contact for the client, which emphasizes the need for both excellent customer skills and a thorough knowledge of the educational and charter channel.

Accountable for:

- meeting and growing performance goals for assigned accounts,
- superior customer service, optimization and development planning,
- team leadership
- management of compliance, personnel, forecasting, budgeting, facilities, operations, and brand promise delivery
- negotiation and maintenance of service contracts