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## Account Manager

### Position Overview

As an account manager at Evergreen you will play a critical role in building and maintaining meaningful relationships with several different groups.

You will collaborate with members of the Evergreen team to serve our nearly 100 customers and 250 employees across the country. By delivering accurate and timely information, and being transparent, positive, and honest, you will help build the Evergreen brand and create trust and authentic relationships which impact the delivery of healthcare. Additionally, you will seek out and recommend efficiencies and improvements to continually exceed client and consultant happiness.

You will aid in guiding the flow and upkeep of valuable operations ranging from contracting, onboarding, maintaining databases, scheduling meetings/interviews, and obtaining feedback from those we serve.

As part of one of the fastest growing organizations in healthcare, you will bring a team oriented and servant mindset to collaborate with, elevate, and support those around you. You will be encouraged to contribute, in a manner which is authentic to yourself, to developing and evolving our company culture that seeks to value individual and collective strengths.

### Qualifications

#### Required Qualifications

- Bachelor's Degree or related experience.
- Knowledge of Microsoft 365 products: Word, Excel, PowerPoint, and Outlook.
- Prior experience in a customer service setting.
- Skilled in planning, organizing resources, and establishing priorities for multiple work assignments with optimum results.
- Ability to project a positive and professional demeanor to all internal and external contacts.
- Successful history of putting forth consistent effort to complete assigned tasks in a timely manner without sacrificing quality required.
- Excellent written and verbal communication skills.
- Valid driver's license for local travel and willingness to travel domestically.
- Able to provide proof of full vaccination for COVID-19, subject to exemptions for religious and medical reasons.

#### Preferred Qualifications

- Prior experience in a healthcare or healthcare IT setting.

### Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### Hiring organization

Evergreen Healthcare Partners

### Employment Type

Full-time

### Job Location

6720 Frank Lloyd Wright Ave, Suite 200, 53562, Middleton, WI, USA  
Remote work possible

### Date posted

November 30, 2021

### Valid through

11.12.2021

**Work Hours & Travel Requirements**

Occasional travel up to 10% per year. 9am-5pm CST with work outside of these hours, as needed.

**Work Authorization Requirements**

Evergreen is interested in every qualified candidate who is eligible to work in the United States. However, we are currently unable to sponsor work visas.

**About Us**

Evergreen Healthcare Partners is a healthcare IT consulting firm that was founded in 2017. We offer industry-leading healthcare IT expertise to our client partners across the country. We focus on offering consulting services for EHR and ERP implementations, optimization, and support. Our consultants provide configuration, project management, leadership, advisory, and integration services among a variety of others.

Evergreen strives to be a trusted partner to healthcare's most talented professionals, and we believe that cultivating an authentic relationship allows us greater success with our client and consultant partners. Our foundation is built on the belief that individuals matter and people make all the difference in the work that we do and the partnerships that we build. We are committed to trust, transparency, responsiveness, and authenticity, and we are grateful for each partnership that contributes to our collective success.

**Commitment to Diversity and Inclusion**

Evergreen Healthcare Partners embodies a culture of acceptance no matter your race, color, religion, gender, age, marital status, mental or physical disability, or other characteristics protected by state or federal law. We support diverse thinking among team members and provide further education in creating a diverse and inclusive work environment. We are proud supporters of a radically candid culture where we encourage thought-provoking, respectful conversations that help support a more inclusive and collaborative environment. The differences we have between one another are what brings us together at Evergreen.