

STERLING WELLNESS SOLUTIONS
210 WEST MILL STREET
CROWLEY, LA 70526
337-783-7840

Job Title: Account Manager
Job Location: Thibodaux, LA
Job Type: Part-Time or Full-Time

Job Description:

- Responsible for client service including the facilitation of orientation meetings and employee wellness screenings.
- Assist with the preparation of client screenings including preparing and copying handouts and schedules, coordinating equipment and supplies, ordering requisition forms, coordination of employee charts, etc.
- Travel to all client locations for screenings. Responsible for arranging travel accommodations including hotel rooms, etc. Expenses will be paid for by Sterling Wellness.
- Facilitate onsite employee screenings including managing staff, wellness participant sign in, coordination of paperwork including claim forms, lab requisitions, privacy statements, etc.
- Coordinate staff for client events and the schedule.
- Assist with lab review station during client screenings when necessary.
- Assist with telephonic health coaching for Sterling Wellness program participants when needed.
- Responsible for communication with client contacts including scheduling location events – screenings, group meetings, etc.
- Maintain constant communication with Sterling Wellness main office regarding client accounts.
- General clerical duties – filing, faxing, file coordination, stuffing envelopes, organizing, alphabetizing, etc.
- Communicate with vendors for ordering, billing, and information requests.

Skills and Requirements:

- Strong computer skills required. Must be proficient in Excel, Word, Powerpoint, and Publisher.
- Corporate wellness experience (1-2 years preferred).
- Ability to provide individual consultations to wellness participants.
- Excellent presentation and public speaking skills.
- Travel required.

Expectations for all Sterling Wellness staff and contractors:

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| • Trustworthy | • Teamwork | • Dependability |
| • Loyalty | • Commitment | • Initiative |

Please send resume to Sterling Wellness Solutions. Serious applicants only, please.

Mail:	Fax:	Email:
210 West Mill St. Crowley, LA 70526	(337) 783-7848 Attn: Annette	Annette Rosinski arosinski@sterling-wellness.com

