

Please see listed below open positions we are recruiting for under Accu-Med Services in Milford, OH. **Part-Time Therapy Software Support Representative** and **Director of Sales and Marketing**.

If you or anyone you know is interested in these positions, please send a current resume to: Bfrondorf@accu-med.com.

Resumes should be in a MS Word or PDF version. Deadline to apply is August 25, 2009.

Part-Time Therapy Software Support Representative

This position will provide customer support to clients by phone, modem and internet on medical billing. Will document resolutions of support call in computer tracking system.

Job Requirements

- Must have experience with medical billing in the Medicare and Medicaid area.
- Working knowledge of MS Office, Outlook, Internet navigation at mid-level computer literacy
- Ability to troubleshoot
- Professional attitude and demeanor
- Proactive customer service attitude
- Excellent verbal communication and phone skills
- Hands-on experience in Long Term Care a plus
- Working knowledge of PPS and MDS a plus
- Must be able to work weekends (Sat. and Sun. every other weekend - 8 hours each day) and three days a week till 8 PM.

Director of Sales and Marketing

The Director of Sales and Marketing reports to the President and is responsible for the company's sales, marketing and advertising efforts. The Director will work from the Accu-Med office in Milford, Ohio and must be able to travel twice per month.

Qualifications:

The Director of Sales and Marketing should possess the following qualifications:

- Bachelor's degree or equivalent experience.
- Experience in managing and directing other sales professionals.
- A high energy level and desire to significantly impact the business.
- Creativity to develop new messages and supporting collateral materials.
- Enthusiasm for researching and understanding market needs.
- Outstanding interpersonal skills.
- Excellent oral and written communication skills.
- Strong attention to detail and organizational skills.
- Experience working in health care and/or the software industry is a plus.

Responsibilities:

The responsibilities of this position are as follows:

Sales Management:

- Lead, manage, and motivate sales representatives to achieve the company's sales objectives.
- Define sales territories and responsibilities.
- Recruit and hire new sales staff as necessary.
- Provide training in selling skills.
- Provide, or arrange for, training on products to be sold.
- Ensure that sales staff has the tools they need to sell effectively.
- Provide individual goals to each sales representative.
- Monitor weekly activity of each sales representative.
- Travel with each sales representative on a regular basis - twice per year or more often if necessary.
- Assist sales representative with important sales presentations.
- Provide, or arrange for, remote demonstrations of products a sales representative may not be fully qualified to present.
- Measure performance of each sale representative.
- Work with President to design and implement incentive compensation plans for sales representative.
- Oversee all contracting with clients.
- Work with President and legal counsel to develop and maintain standard contract language.
- Work with President to set prices for all products.
- Assist sales staff in large or difficult contract negotiations.
- Conduct semi-annual sales meetings.

Marketing:

- Work with President and senior management to develop an annual Sales and Marketing Plan.
- Work with Product Directors to identify market needs for product line.
- Develop and execute an advertising plan to maximize the company's sales. This includes all printed materials, media advertisements, artwork and graphic design costs, and promotional giveaways.
- Develop and execute a plan for attending meetings and conventions to maximize the company's sales. Establish a schedule for the year of conventions to be attended, and assign responsibility for staffing at each function.
- Direct one Marketing Assistant
- Participate in semi-weekly Managers' Meetings.

Total compensation for the position will be up to \$75,000 based on experience.

Beth Frondorf
 Director of Human Resources
 300 TechneCenter Dr.
 Milford, OH 45150
Bfrondorf@accu-med.com
 Phone: 513-831-1207 x 1509
 800-777-9141 x 1509
 Fax: 513-248-7147

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