



ACCOUNT ONBOARDING REPRESENTATIVE

JOB DESCRIPTION

Ben Kinney Companies - Tech Division is hiring for entry-level and experienced Account Onboarding Representative team members for Brivity Platform, our tech division based in Bellingham, Washington.

Brivity is a top technology company in the Real Estate vertical and a one of the fastest growing in the country.

As an Account Onboarding Representative, you will work with an amazing team in a Coaching, Consulting, Development, and Growth culture, helping our clients succeed at a high level with our SAAS product(s).

You will work hard and be rewarded with opportunities to directly affect your career and earning potential through your own efforts.

PRIMARY RESPONSIBILITIES INCLUDE

- Drive customer satisfaction
- Support and consult with clients during the personalization and customization of their Brivity Platform by mastering the individual components and their immediate affiliation with each other.
- Manage, organize and update Brivity's client services tools as a result of our platform launch efforts.
- Utilize phone, email and chat for proactive client outreach.
- Consistent and timely follow-up with customers to ensure resolution, satisfaction and possible referrals for system upgrades.
- Become a trusted advisor and resource for our clients and own their issue to completion.
- Perform all other Business Development duties as assigned.

SKILLS REQUIRED

- Tech savvy with a skill for learning web based systems.
- Skilled with computers, email, smart phones, and web-based tools.
- Excellent written and verbal communication skills.
- Strong working knowledge of Google Apps and Microsoft Office applications. CRM and/or Real Estate background a plus.
- Highly organized with extreme attention to detail.
- Ability to work independently and handle shifting priorities.
- Very motivated by a growth and coaching culture.
- Must work in Bellingham office.

COMPENSATION

- Competitive base pay with performance-based bonuses.
- 401k
- Vision, Dental and Medical benefits
- Flexible PTO



- Paid Training
- Growth Opportunities

THE TEAM YOU'D JOIN:

Ben Kinney Companies is an international business comprised of

- One of the top 25 Real Estate sales teams in the country, as ranked by Wall Street Journal.
- 6 Franchisees across 10 offices
- 17 expansion teams across the US, Canada and the UK.
- An international training business that to date has trained hundreds of thousands of people.
- The Brivity Platform is a growing collection of 9 technology brands including best-in-class lead generation tools, a leading industry CRM, ActiveRain, the #1 online Community for Real Estate professionals, Custom web design and IDX solutions for agents, teams and brokerages, mobile lead capture and artificial intelligence technologies.

We've been recognized on INC 5000's fastest growing companies list the last 2 years.

We are a fast-paced, start-up environment who embraces the following values:

- H** - Hard Work
- E** - Extraordinary Results
- A** - Accountable in All Things
- L** - Leaders Only
- T** - Teamwork
- H** - Humble

To find out more about our company and our products please visit

<http://benkinneycompanies.com/technology-software/>

APPLY TODAY:

Apply at <http://benkinneycompanies.com/careers>

If you do not apply via our website, then your application will not be considered. No walk-ins.

Ben Kinney Companies Tech Division is an Equal Employment Opportunity employer. All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, or national origin. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. As a policy, the Ben Kinney Companies company does not sponsor employment visas.