

Premier Virtual, LLC Jobs Listing

<u>Title</u>	<u>Department/Function</u>	<u>FT/PT</u>	<u>Brief Job Description</u>
Jobs to be Created (2021)			
Account Manager	Customer Service	FT	Handle all aspects of account relationship upon handover from sales
Account Manager	Customer Service	FT	Handle all aspects of account relationship upon handover from sales
Implementation Manager	Customer Service	FT	Implementation and set-up of new customer accounts and events
Customer Support Specialist	Customer Service	FT	Handle technical and other support tickets and requests from customers and events
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Accounting Clerk	General and Administrative	FT	Responsible for various accounting duties, including invoicing, vendor payments, and payroll processing
Senior Software Developer	Research and Development	FT	Manage and provide guidance to software development team
Software Developer	Research and Development	FT	Software development of various aspects of the Premier Virtual platform
Software Developer	Research and Development	FT	Software development of various aspects of the Premier Virtual platform
Software Developer	Research and Development	FT	Software development of various aspects of the Premier Virtual platform
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Account Executive	Sales and Marketing	FT	Generate leads and sales activity, including performing demos and closing sales contracts
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TOTAL: 14			

Jobs to be Maintained

Sales Support Specialist	Customer Service	PT
Graphic Designer	Research and Development	PT
National Account Manager	Customer Service	FT
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CEO	General and Administrative	FT
COO	General and Administrative	FT
CFO	General and Administrative	FT
Director of IT & Dev Ops	Research and Development	FT
Technical Support Specialist	Research and Development	FT
Helpdesk Support	Research and Development	FT
Systems Administrator	Research and Development	FT
Account Executive	Sales and Marketing	FT
Account Executive	Sales and Marketing	FT
VP of Business Development	Sales and Marketing	FT
Director of Sales	Sales and Marketing	FT
Marketing Manager	Sales and Marketing	FT
Social Media Coordinator	Sales and Marketing	FT
TOTAL: 17		

PT = 2

FT = 15