



**HUTCHINGS**<sup>SM</sup>  
COURT REPORTERS, LLC  
CSR 649  
GLOBAL LEGAL SERVICES

## **FULL-TIME POSITION AVAILABLE**

Position: Client Services || Business Development Account Manager  
Location: Hutchings Court Reporters, LLC – Los Angeles  
Availability: August 2011  
Hours: Full-time position

### **Description of Job Position & Responsibilities:**

- Evaluation of prospective and existing accounts, new account generation and follow up.
- Non-quota driven account development.
- Direct interaction with the company's owners.
- Account maintenance and development requiring travel throughout Los Angeles County.
- Research, plan and attend trade shows, association meetings and related industry conferences.
- Initiate, plan, promote and host client activities/functions.
- Arrange for and prepare service & technology presentations to law firms and industry organizations.
- Participate in account review and development strategy meetings.
- Assist in planning and coordination of various company events.
- Other duties as assigned.

### **Skills:**

- Personable, motivated, accountable, a self-starter and outgoing.
- Resourceful and able to manage multiple tasks in a fast-paced congenial office.
- Keyboard proficiency and competency with Word, Windows, Excel, PowerPoint; familiarity with Prophet CMS helpful along with a willingness to learn industry related software.
- Minimum of 3 years of sales or related experience in the legal and/or court reporting field desirable.
- Conscientious work habits and able to actively contribute to client development and support.
- Ability to work individually and within a group/team setting.
- Occasional weekend work and schedule flexibility. Travel required.

Job requires Team Member to maintain cooperative, diplomatic working relationships with co-workers, supervisors and the public.

**Benefits:** Competitive Salary  
Medical || Dental  
Paid vacation, sick/well days & holidays  
Year-end bonus program  
401(k) plan

**Contact:** Send cover letter, resume and salary history to Jeffrey Koller - [jeffk@hutchings.com](mailto:jeffk@hutchings.com)

Hutchings reserves the right to conduct background checks, and drug and alcohol testing. Equal Opportunity Employer.

Employment with Hutchings Court Reporters is at will and, accordingly, may be terminated by you or Hutchings at any time without prior notice.

8/16//2011