

RTC

2800 GOLF ROAD
ROLLING MEADOWS
IL 60008 USA
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RTC is more than 850 dedicated people in nine countries, all focused on marketing at retail. We're always looking for the best and brightest to help us design, build, install and manage retail programs that build clarity to consumers and confidence to our clients.

We are looking for a talented individual to provide support and direction to the sales team, internal operations team and the client as an Account Services Representative. This will be accomplished by maintaining required internal systems to ensure order visibility and accuracy for all production, logistic, invoicing and reporting activities, and through internal contact for all client inquiries regarding logistic, distribution and tracking information.

Requirements:

- Strong computer skills including Excel and Word. Successful completion of Excel test required.
- Prior customer service or retail experience.
- Excellent written and verbal communication skills.
- Excellent organizational skills.
- Team player.
- Strong problem solver.
- Independent thinker.
- College degree a plus, but not required. 2+ years of experience in related role.

Interested candidates can submit a resume to: akenedy@rtc.com

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