



Account Coordinator Role

My One Medical Source® (MOMS) is a rapidly growing software-as-a-service (SaaS) healthcare solution that provides access to medical lab testing sites and specialists. MOMS connects those who need their blood drawn with the skilled labor that can perform phlebotomy and other lab collections. As an **Account Coordinator** you will be assisting our current clients in the daily use of the MOMS platform and be the point person for all things platform related.

A typical day as an Account Coordinator:

Based in our Westlake, OH office, the Account Coordinator will be tasked with servicing our growing MAP: Medical Access Point/Provider™ network. Now in our third year of operations, MOMS is comprised of a small team with a huge opportunity. As such, all employees wear many hats. Account Coordinators are expected to learn and understand the MOMS platform so he/she can answer any questions related to the platform, as well as platform demos to prospective MAPs if needed. The Account Coordinator is responsible for maintaining contact with the MAP network to ensure MAPs are utilizing the platform correctly, troubleshoot client needs, and assist MAPs in the connection process.

No one has ever done what My One Medical Source® (MOMS) is doing. This is an opportunity to have a direct impact on a company's growth and change the future of medical testing.

If you have the following, you may be a great fit:

- A Bachelor's Degree.
- Two years' experience in sales, customer service, or account management. Healthcare experience is preferred.
- Excellent verbal and computer skills with the desire to communicate with clients and prospects most of each workday.
- Time management skills, punctuality, and accountability.
- Ability to communicate clearly and educate new and existing clients on the MOMS platform, including an onboarding process, new feature announcements, and administrative processes within the software.
- Ability to capture, track and proactively manage our CRM to allow for a highly effective experience both for the client and company needs.
- Experience using remote presentation software (Google Meeting, Zoom, etc.).
- Strong listening and conversational skills.
- Interest in working for a start-up with rapid growth and the ability to work in a self-directed entrepreneurial environment.

To apply, email your resume to: careers@myonemedicalsource.com.



The Account Coordinator position is a full-time, **in-office opportunity** at our office in Westlake, OH. My One Medical Source® (MOMS) is an Equal Opportunity Employer. Benefits available include medical/dental/vision.