

Join our team as **SNF Consolidated Billing Specialist**

Are you looking for a great career opportunity in healthcare? We are a Spokane based national healthcare consulting company specializing in long-term care. This is a unique opportunity for someone that enjoys functioning outside the box. We provide various financial services to Providers of long term care. We are hiring a SNF Consolidated Billing Specialist to focus on Customer Service and Marketing. If you are looking for a flexible work schedule, competitive benefits and pay, and a fun work environment then send us your resume.

Position Overview

Consolidated Billing Services, Inc. provides online services to over 2,500 Medicare certified Skilled Nursing Facilities to promote Medicare billing accuracy. We are seeking a very motivated individual to provide support and training for our website clients as well as marketing and sales of the website service. A flexible schedule and the ability to travel are integral to this position

Essential Duties

Responsible to assure our online products meet our client's needs and exceed our competitors offering. Primarily responsible for customer support in addition to sales and marketing for our online web presence to include **snfcb.com** and **ltc-analytics.com**. This shall include the cultivation of new clients and maintaining and enhancing existing client relationships, online and in person training, and overall customer satisfaction.

Requirements

- Self-Motivated team player.
- Outgoing, welcoming genuine personality and not afraid to meet new people.
- Strong computer skills with thorough knowledge of MS Office Suite, customer service software, etc.
- Advanced analytical, communication and problem solving skills.
- Experience in all aspects of developing and maintaining client relationships.
- Ability to write clear and concise summary of a complex topic.
- Comfortable with public speaking to large crowds on complex topics.
- Experience in sales of long term care products.
- Ability to travel, expected travel is less than 10%.

Essential Skills/Abilities

- Excellent written and verbal communication skills
- Organization and planning
- Problem analysis and problem-solving
- Formal presentation skills
- Persuasiveness
- Adaptability
- Innovation
- Good Judgment
- Decision-making
- Collaboration

Salary Commensurate on qualifications – Email cover letter and resume to: Brenda.erickson@billing-services.com