

# WE'RE HIRING!



## Customer Relations Manager - Denver, CO

Dominion Voting Systems is looking for a **Customer Relations Manager** to join our team in our Denver, CO office! This position will be responsible for effectively and proactively managing the day-to-day relationships, administration and technical/product support of one or more assigned customer accounts. Additionally, the CRM will serve as project manager for specialized projects such as pre- and post-election day support, new product implementations, and/or product upgrades/updates.

### Responsibilities:

- Proactively manage and resolve customer issues, escalating to appropriate internal resources and coordinating effective and appropriate solutions.
- Manage pre-election and Election Day projects and support by collaborating with the Operations team in the planning, organizing, and scheduling of resources.
- Forecast, plan, and coordinate additional customer service support activities and product requirements for current systems per customer's MSA.
- Manage product and service orders based on the customer's needs, requirements, product warranties and/or customer contract.
- Leverage effective project management skills to lead and/or coordinate new product implementations.
- Develop and deliver end-user training and materials.
- Collaborate with customers, and internal Operations and Engineering & Certification departments to provide timely and accurate information and feedback on improving end-user functionality.
- Partnering with internal departments, contribute to the preparation and distribution of manuals, product brochures, and technical publications for customers.
- Partner with customers and internal departments to define jurisdictional certification requirements, preparing and testing certification projects, and participating in the state certification processes.
- Manage customer profile in Salesforce, ensuring current and accurate information.
- Leverage understanding of the customer's needs and expectations to collaborate with the Sales team to identify, develop, and implement strategic plans supporting ongoing sales of products and/or services.
- Assists the Accounting and Sales departments with Accounts Receivables.
- Other assigned responsibilities as needed or required.

### Qualifications:

- Undergraduate degree in Computer Science/IT preferred, but not required
- 5+ years of experience involving account/relationship management in the tech and/or government industries
- 5+ years' experience of demonstrated project management skills supporting complex technical product implementations and trainings.
- Knowledge and understanding of the elections industry preferred, but not required.
- Strong IT skills and understanding of how both software and hardware products work.
- Excellent verbal and written communication skills along with good presentation skills.
- Strong organizational skills to include multi-tasking and time management skills.
- Strong interpersonal skills and building business relationships.
- Ability to establish and maintain successful business relationships with customers.
- Ability to analyze problems and identify potential solutions and preventive measures.
- Ability to work unconventional hours (evenings, weekends, etc.) from time to time, as well as travel up to 50% of the time to customer locations throughout the state and/or country as assigned.

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