



## Employment Opportunity -- *Client Services Advisor*

### Join an Exciting and Entrepreneurial Team!

Cornerstone Adminisystems (CAS) was founded in 1994, and delivers full service billing solutions to the EMS community. CAS is recognized nationally for its bottom line performance, client retention, advanced educational services, and platinum tier compliance record. Headquartered in beautiful south-central Pennsylvania, CAS helps ambulance providers focus on their primary concern: superior patient care.

#### EXPECTATIONS

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Dynamic individual with superior skill set needed – must embrace the challenge of high performance demands and a broad spectrum of responsibilities. Excellence is expected, and will be defined by your ability to:

- + Develop unsurpassed knowledge of client personalities, needs and wants
- + Deliver unparalleled client care – your voice, your email, your attitude must reflect the highest standard of professionalism
- + Master the complex and ever-evolving billing process from beginning to end
- + Develop new business through Sales
- + Create and interpret comprehensive, on-demand reports
- + Perform industry/financial research and analysis
- + Manage the full scope of provider enrollment/maintenance
- + Communicate effectively with colleagues, management and clientele
- + Develop and execute a wide range of client-centered events
- + Present at workshops, classes, and seminars
- + Represent Cornerstone at trade shows, expos, and related events
- + Balance an ever-growing workload with constantly shifting priorities

#### TALENTS / SKILLS

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- + Interpersonal/Communication – Are you engaging? When you speak, do others listen?
- + Resourceful —Can you think on your feet? If the unexpected happens, can you handle it?
- + Flexible – Can you take calls in the morning and teach a class at night?
- + Creativity – Are you a problem solver? Do you find solutions?
- + Insightful – Can you exercise sound judgment during the Sales process?
- + Diligence – Do you follow through until a task is done?
- + Attitude – Are you an optimist? When challenged, do you remain positive?
- + Team-Focused – Are you a team player?

#### KNOWLEDGE / EXPERIENCE / REFERENCES

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- + Bachelors Degree, and/or
- + 2-5 years related experience (proven, consistent work history with escalating responsibility)
- + EMS Industry experience preferred
- + Fluent in Microsoft Applications
- + 3-5 references