

**BLOOD CENTERS OF THE PACIFIC
JOB ANNOUNCEMENT**

- POSITION:** **ACCOUNT REPRESENTATIVE
Donor Recruitment**
- GENERAL FUNCTION:** In accordance with Federal, State, AABB, cGMPs , SOPPs, BCP regulations, standards, policies and procedures researches, develops, maintains and services community and organization blood accounts. Performs other duties as assigned.
- ESSENTIAL DUTIES:** Essential duties and responsibilities may include any or all of the following. Other duties may be assigned. In accordance with established standards, policies and procedures: assures quality customer service to all customers; researches, develops, maintains and services community blood accounts; develops, arranges and carries out recruitment campaigns; coordinates all activities for blood drives including meetings with key persons, production of publicity materials, correspondence, reports, etc.; responsible for achieving individual and departmental recruitment goals through blood drive collection, new business development, accurate projections on a monthly, quarterly and annual basis; compiles and submits monthly statistics and department paperwork in a neat, orderly and timely fashion; attends departmental meetings as required. Performs other duties as assigned.
- REPORTS TO:** Field Recruitment Manager
- SPECIFICS:** One (1) full-time exempt status position, Mon - Fri; 40 hours/wk; some evenings and weekends, as needed.
- MINIMUM QUALIFICATIONS:** Education: BS/BA in sales and marketing, business, communications or other related field;
- Experience: One year experience in a field or subject requiring commensurate skills and abilities such as sales, promotions, fundraising, etc; demonstrated history of performance against goal achievement preferred.
- Note: An equivalent combination of education and experience may be considered.
- Other: Valid California Driver's License and acceptable driving record; personal vehicle (mileage reimbursed)
- APPLICABLE SKILLS, KNOWLEDGE & ABILITIES:** Highly developed verbal, public speaking, and written skills; researching, organizing and planning skills; knowledge of sales and marketing and time management techniques; ability to prioritize and schedule workloads and projects and be responsive to fluctuating blood inventory needs; ability to achieve quotas, projections and goals; ability to work independently and interact effectively and harmoniously with public and employees alike.
- HOW TO APPLY:** Submit a current resume to Human Resources.
- SELECTION PROCESS:** Resumes received will be evaluated competitively and only those applicants with the best qualifications will be contacted and scheduled for an interview.

EOE/AA