

## CAREER VACANCY FOR IMMEDIATE FILL:

---

**POSITION:** Account Manager

---

**LOCATION:** McLean, VA

---

**Global Guardian is a leading provider of emergency medical and security solutions for corporations and individuals.**

Our 24/7 Operations Centers in Charlotte, NC, and McLean, VA identify, monitor, and respond to threats and emergencies with on-the-ground teams in over 100 countries. Our world-class professionals possess extensive experience in the intelligence community, military special operations, and federal law enforcement.

Founded over ten years ago by a Delta Force Sergeant Major, and an Army Special Forces Colonel, we are a values-based organization that focuses on a culture of camaraderie, service, and excellence. We have managed crises in the worst environments in the world, and we know how to act fast to provide unmatched service for our clients.

Global Guardian is an investor backed, high growth company that provides employees with unmatched promotion opportunities within the organization.

The Global Guardian team is seeking an Account Manager whose primary responsibility is 1) Supporting the Business Development and Marketing Team in serving current and new clients, and 2) Managing Global Guardian's CRM system (Hubspot).

### Are you ready to join a better team?

#### **JOB DESCRIPTION**

---

The Account Manager has the primary responsibility to work closely to support the Business Development and Marketing Team to manage Global Guardian's Hubspot account and assist as needed serving new and existing clients.

#### **Primary Responsibilities:**

- ▶ Refine existing Hubspot Customer Relationship Management (CRM) account, including ensuring all leads are correctly categorized and all existing data is accurate and complete.
- ▶ Act as Global Guardian Hubspot specialist and provide support to Business Development and Marketing team
- ▶ Create client presentations and reports
- ▶ Forecast and track key account metrics, including defined KPIs
- ▶ Support Business Development Team on onboarding and integrate new clients and developing existing client relationships, including updating all CRM client information throughout the sales cycle
- ▶ Support as needed on inside sales, client onboarding, client retention and client renewals

**QUALIFICATIONS**

---

- ▶ Proven account management or other relevant experience
- ▶ Prior experience with CRM systems
- ▶ Excellent verbal and written communication skills to interact with large corporate clients and high net worth families and individuals.
- ▶ Must possess strong problem-solving skills and ability to work independently with minimal guidance
- ▶ Detail oriented
- ▶ Strong analytical skill set and strong presentation skills with the ability to leverage data and provide recommendations to internal team to help increase sales pipeline.
- ▶ Experience in delivering client-focused solutions based on customer needs
- ▶ Proven ability to manage multiple projects at a time while paying strict attention to detail
- ▶ Excellent verbal and written communications skills
- ▶ At least 1-2 years in a Marketing or Business Development role
- ▶ Bachelor's Degree (or equivalent work experience) in business or marketing

Global Guardian is an Equal Opportunity/Affirmative Action Employer and an Alcohol-and-Drug Free Workplace.

**WORK ENVIRONMENT AND SCHEDULE:**

---

- ▶ This is a full-time position (8:00 am to 5:00 pm) and candidate must be in-person.
- ▶ Compensation is based on experience and includes benefits and paid time off.

**TO APPLY**

---

Please send **resume** and **brief introduction** to: [Careers@GlobalGuardian.com](mailto:Careers@GlobalGuardian.com). Have references available upon request.

Please, no phone calls about this career opportunity.