



EHE Career Opportunities – New York, NY

EHE International is America's leader in preventive health and wellness programs specifically designed for the early detection of disease and its associated risks, and the management of lifestyle behaviors driving disease. Since 1913, EHE has been the preferred choice by employers and individuals for its evidence based, comprehensive approach to the protection of health. If you're looking for a challenging and rewarding career with the leader in preventive healthcare, then we encourage you to submit your resume.

EHE International is seeking qualified individuals for a number of Clinical and Administrative positions. You are invited to submit your resume with stated salary requirements to Anita Mislá, HR Manager, at hr@eheintl.com or via fax at 212.332.1170. Qualified candidates will be contacted for an interview. *Resumes without stated salary requirements will not be considered ("open" is not acceptable).*

Updated: June 2010

Help Desk Support Technician (Full-Time)

Qualifications: We are seeking an individual who will provide support to local and remote end-users. The hours are 7am to 3pm, Monday to Friday.

Ideal candidates practice a preventive health lifestyle and are highly professional. The successful candidate will have 4+ years in a Microsoft Windows and Office environment. Must have strong hands-on-knowledge of Windows XP, Microsoft Office, desktop and laptop PC hardware, printers, peripherals, and TCP/IP. Must have exceptional verbal and written communication, organizational, and detail-oriented skills, with an orientation toward personable customer service. Must have good research, analytical, multi-tasking, follow-up and problem solving skills. Must be self-motivated with the ability to effectively prioritize and execute tasks. Experience with Microsoft Server operating systems, Exchange and Active Directory is a plus. Microsoft application and client operating system certification(s) is a plus.

Primary Responsibilities: Includes, but are not limited to, providing timely support for end-user requests via telephone, hands-on, and Remote Desktop. Manage end-user requests by creating, tracking, and documenting issues in the helpdesk application. Configure, deploy, and support desktop and laptop PCs, applications, mobile phones and smartphones, telephones, printing devices, and overhead projectors. Configure, deploy and support applications, including the Microsoft Office Suite, Adobe products, and Symantec End Point antivirus. Create, modify, and delete user IDs, security groups, and email distribution groups. Ensure all systems are updated with the latest security patches and virus definitions. Escalate issues to internal IT staff or manufacturer as required. Assist with additional IT duties as required. Manage help desk ticket queue, provide weekly and monthly reporting on ticket completion and

expedite tickets as needed to assure they are completed on time. Provide off-hours emergency support for key systems and end-users. Perform all work in compliance with all IT systems and security policies.

Staff Accountant (Full Time)

Qualifications: We are seeking a qualified individual with a degree in Accounting and a minimum of 2 years related work experience.

Ideal candidates are detail-oriented with a demonstrated ability to be accurate and analytical and will possess a solid understanding of Excel, Word and Web-based applications. Excellent interpersonal, communication and organization skills are required.

Primary Responsibilities: To perform various accounting duties related to account reconciliation, month end close, billing and other accounting activities as necessary.

Executive Account Managers (Full-Time)

Qualifications: We are seeking sales consultants who are experienced with a proven track record, professional, articulate and well-organized. The hours are 9am to 5pm, Monday to Friday.

Ideal candidates practice a preventive health lifestyle and are highly professional. The successful candidate must be able to commute daily to New York City and be able to travel to national accounts. A current, valid driver's license is also required. This full-time position compensation is base salary plus commissions and earnings potential of \$75K+. Must have 3+ years sales experience in a consulting environment and a Bachelor's Degree. Must demonstrate strong cold calling skills to C-level executives. Must have effective communication/active listening skills, strong written and presentation skills, and be proficient in MS Office and Web-based applications.

Customer Service Representative/Resource Director (Full-Time)

Qualifications: We are seeking an individual who will manage patient appointments in our Resource Service Center. Excellent communication skills are required as well as the ability to multi-task. The hours are 10am to 6pm, Monday to Friday.

Ideal candidates practice a preventive health lifestyle and are highly professional, articulate, confident, and team-oriented. This is an excellent opportunity for someone with a vibrant personality that exudes professionalism and poise. Exceptional customer service and conversational skills and comfort with telephonic communication with patients are required. A basic understanding of preventive health examination screening components is a plus. College degree preferred and proficiency in MS Office and Web-based applications is needed.

Primary Responsibilities: Includes, but are not limited to, providing consultation with respect to scheduled procedures and presenting program information.
