



**Position Title:** Data Management Services (DMS)

**Who is Acadia?**

Acadia Lead Management Services is a Dayton, Ohio based B2B firm that identifies markets, identifies prospective clients and increases sales opportunities for our clients. We are a Women Business Enterprise (WBE) certified company. Our clients include large enterprise organizations, as well as small and mid-sized companies. (Check out our website [www.AcadiaLMS.com](http://www.AcadiaLMS.com) to read our client testimonials and case studies)

**Job Skills/Requirements:**

Data Management Services (DMS) executes all internal campaign operations, with guidance from Account Management. Through supervision, DMS executes all internal database tasks associated to campaigns/projects, as well as external and internal reporting. This requires the management of an internal database system as well as the online Customer Relationship Management (CRM) tools.

**Tasks Typically Involve:**

- Generating internal and external summary, monthly and matrix reports
- Communication and direction of list build partners, augmentation and enrichment
- Technology Management/Research, new technology options
- Email Marketing
- Database Support
- Upload campaign/lists into CRM tool
- Managing functionality and technical issues with CRM
- Maintenance of SharePoint documents
- Build email templates and implement workflows within the CRM

**We Require:**

- Experience with Customer Relationship Management (CRM) tools
- Computer Skills (Excel, email, CRM, IM, SharePoint, Hubspot, Uber conference, Access, SQL relational database, others)
- Strong listening and strategic deductive reasoning skills
- Motivated to see an initiative through successful completion
- Clear communication; written and verbal
- Strong organizational experience
- Detail-oriented
- Problem solving skills
- Strong Interpersonal relations
- Courteous and timely to both internal staff, as well as clients
- Dependable—follows instructions and keeps supervisor informed of progress
- Attendance and punctuality—aware of time requirements
- Adaptability/Flexibility—accommodates new changes/situation

---

**Acadia Lead Management Services**

130 W. 2<sup>nd</sup> St., Suite 1050 | Dayton, OH 45402  
888.605.3194 | 866.435.8442 FAX | [www.Acadialms.com](http://www.Acadialms.com)



Additional Information:

- Full time position in downtown Dayton office
- Candidate should reside in the Dayton, Ohio area or of close proximity

Visit our Career Page and submit your resume:

<http://www.acadialms.com/careers-at-acadia>

---

**Acadia Lead Management Services**

130 W. 2<sup>nd</sup> St., Suite 1050 | Dayton, OH 45402  
888.605.3194 | 866.435.8442 FAX | [www.Acadialms.com](http://www.Acadialms.com)