

Client Services Representative

Are you currently working as a client services representative, recently graduated from college or exploring a change in your career? Do you like helping people with your kindness & knowledge and want to be part of an awesome organization? Then, you'll really enjoy working with us! We'll take your training & development seriously and provide one-on-one coaching and support. Whether you have client service experience or not, we'll help you advance your confidence and skills.

Characteristics

- Patient & Friendly
- Attention to Detail
- Organized
- Flexible
- Calm Under Pressure
- Multi-Tasker
- Quick Learner
- Good Listener
- Follows Directions

Skills

- Basic Computer Skills
- Basic Writing Skills
- Intermediate Business Telephone Skills
- Familiarity with Word® & Excel®
- Efficient Time Management
- Operate multiple computer applications & windows
- Balance quality with performance

Requirements

- High School Diploma/Equivalent or Higher
- Some Customer Service Experience Preferred
- Sit/Stand in front of a computer for extended periods of time
- Maintain confidentiality and privacy as required by regulations and company policy
- Punctual & Professional Behavior

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