



Example of Client Services Associate Job Description

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Our growing company is searching for experienced candidates for the position of client services associate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for client services associate

- Performs other duties as assigned, such as special projects
- Assist clients (via telephone) with real property tax related inquiries
- Provide strategic leadership, creating and executing initiatives, facilitate project planning and kick-off meetings
- Develop and execute solid project and communication plans
- Support corporate development (national and market staff) in achieving their goals through careful execution of their contracted deliverables
- Serve as a project management lead on corporate partnerships
- Track sponsor activation efforts and prepare reports outlining sponsor benefits delivered and sponsorship results
- Prepare summary reports for clients
- Work with Corporate Alliances sales team and markets to develop sales proposals and materials, as needed
- Deliver high quality customer service to all constituents

Qualifications for client services associate

- PHR or SPHR certification preferred, Health Insurance License preferred
- Driver's license and dependable vehicle with the knowledge to properly use the vehicle
- 2-3 years in related experience in payroll, employee benefits, HR operations and/or training

- Very strong knowledge of the investment industry, and the client service component of that
- Telecom sales / account management experience is a must