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# Example of Client Coordinator Job Description

Our company is searching for experienced candidates for the position of client coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for client coordinator

* Provide support for broker portal and TRID hotline questions
* Manage broker recognition and surveys
* Create monthly usage reports for management
* Conduct courtesy calls once/month
* Collaborate with training on broker sessions/monthly calendar
* Back up for email marketing coordination (Sales Nexus)
* Provide 20% miscellaneous administrative support to TPO leadership team
* Provide detailed explanations of Metrosearch, Insight, Analytics and all Custom Services capabilities
* Create awareness of Metrostudy’s programs, offerings, and tools to encourage customer engagement and product usage in as many forms as possible
* Identify solutions to improve engagement within all accounts in the form of application usage, event attendance, use of other Metrostudy services

## Qualifications for client coordinator

* Client-oriented approach/thinking
* Capable negotiator and mediator
* Operations and executive interactions
* Flexible and adaptable approach to work responsibilities, times and locations
* Service-oriented team worker, highly organized and able to work with little direction
* Advanced level of spoken and written English (additional languages advantageous)