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# Example of Client Service Rep Job Description

Our company is growing rapidly and is hiring for a client service rep. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for client service rep

* Accept ownership to accomplish new and different request thus enhancing organization-s reputation
* Explore opportunities to add value to accomplishments
* Provide filtering and escalation for client inquiries
* Participate in scheduled client meetings as requested
* Execute reviews of internal reporting for assigned client relationships and escalate issues which may impact client servicing to the Client Service Supervisor
* Serves customers by providing product and service information
* Provide customer service telephone support for internal and external inquires to ACH Operations
* Maintains database by entering new and updated customer and account information

## Qualifications for client service rep

* Complete 3-5 hours of Investing in You Training highly desired
* University degree in Finance / Administration / Economics or current studies in
* At least 1 year experience in cross border Asset Management or Financial industry including client operational relationship support duties
* Attention for details and rigorous
* IT Affinity (MS Office, Bloomberg)
* Dedication / Commitment