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# Example of Client Services Coordinator Job Description

Our growing company is searching for experienced candidates for the position of client services coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for client services coordinator

* Assist with contact updates to proprietary client contact database across asset classes
* Work with Treasury team internally on wire-related requests and updates, including following up on missing wire transfers
* Assist with distribution of investment-related correspondence and official Firm correspondence to current clients
* Field ad hoc investment-specific questions through collaboration with other internal teams
* Assist with investor transfers of interest and name changes
* Oversee daily progress of client print ads for designated regional editions of Luxe
* Provide creative direction to advertisers while maintaining the integrity of the brand
* Manage reprints and sales
* Promote lead generation to sales teams for special projects and digital sales
* Primary role is development, implementation and execution of radio, digital and onsite promotions and initiatives for national clients

## Qualifications for client services coordinator

* Experience as a sales assistant / traffic coordinator a plus
* Salesforce knowledge beneficial
* Management and expertise of Sales and Broadcast systems
* Competency with Private Equity terminology and Alternative Asset classes
* Familiarity with and ability to learn all aspects of contact data maintenance and manipulation of database system
* Alternative Investment exposure