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# Example of Client Services Coordinator Job Description

Our company is searching for experienced candidates for the position of client services coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for client services coordinator

* Assist in the resolution of client questions, concerns and service issues, including undertaking appropriate efforts to identify appropriate resources that can provide information and perform efforts required to resolve any such questions, concerns, and service issues
* Work closely with other coordinators and the research teams to provide clients with timely coordination of analyst interactions
* Ensure that all analyst interaction sessions have been successfully completed and delivered to clients without incident
* Support inquiry, briefings, and client services projects
* You will work towards gaining you CII certification in Life and Pensions
* Responsible for the coordination and completion of client support in accomplishing program reporting, statement processing, data management, inventory management and performance analysis
* Responsible for development and documentation of processes and procedures associated with client and internal activities
* Participates in client and internal projects as necessary
* Responsible for providing back-up support to the Account Manager when applicable
* Provides technical support by updating and auditing servicing systems used for all product lines

## Qualifications for client services coordinator

* Familiar with the Los Angeles market and demographic breakout
* Coordinate content to create proposals, pitch presentations, tour packages for brokers from start to full completion
* Assist with property marketing campaigns/plans as it relates to Broker(s) listings
* Maintain calendars, records of correspondence, project management reports and client activity reports
* Review marketing material specifications and acts as point of contact and liaison with centralized marketing, analysis and research groups to coordinate the completion and submission of financial, marketing and various client specific property data to incorporate into customized property information packages
* Prepare market and property surveys