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# Example of Client Services Job Description

Our company is looking to fill the role of client services. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for client services

* Completes special or one-time-only projects as requested by CSC management team members
* Input information on the AS 400 system received from the client via phone, follow-up on outstanding information, mail and fax & email
* Contact our clients via phone or email to follow up or obtain additional information, which do not require giving advice to the client
* Complete mail searches when required
* Additional clerical duties as required
* Works effectively with Digital Project Managers, Creative Production, Quality Assurance and various Technical Support teams to allow campaign work to continue without delay
* Analyzes campaign information and requests provided by Digital Project Managers
* Reviews media plans and 3rd party tracking
* Prepares, organizes and submits “tasks" to be completed by the Creative Production department
* Completes tasks directly when on-going campaign maintenance is needed

## Qualifications for client services

* Requires 7 or more years of experience in progressively responsible information technology positions
* Must be a motivated and cohesive team player
* OSX administration (Enterprise Deployment/Admin Level)
* Windows X Administration (Enterprise Deployment/Admin Level)
* VMWare Infrastructure and Services
* Able to effectively articulate a customer support strategy and direction that aligns with the goals of the enterprise