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# Example of Services Associate Job Description

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

## Responsibilities for services associate

* Describing and selling guided tours to visitors
* Providing extraordinary customer service
* Actively seeking new challenges and increased responsibility
* Coordinate, process and track all fund transactions
* Communicate fund activity and trends to a variety of internal audiences
* Ensuring that functional work is completed excellently, without error, and according to procedure
* Ensuring that trade lifecycle events are accurately reflected and processed
* Organizing and driving to completion anything from simple process enhancements to larger strategic initiatives
* Communicating with internal departments and external service providers to ensure quality communication and accurate trade processing
* Provide timely, accurate, and effective communication and customer service to all Deferred Compensation participants

## Qualifications for services associate

* Evolve and enhance Deferred Compensation tool and administration machine to optimize both Finance usability and customer experience
* Provide accurate and timely analytics and financial reporting for all Deferred Compensation related activity
* Technology savvy –understand and use technology effectively to communicate and enhance the Digital Sales brand (Microsoft Office Suite, LinkedIn, Twitter
* 3-5 years of experience in facilities and/or office support, preferably in a professional services firm
* Intermediate to advanced computer skills in Windows, Word, Excel, PowerPoint and Outlook
* Ability to multitask and to work effectively in a challenging, fast-paced environment