Downloaded from <https://www.velvetjobs.com/job-descriptions/services-associate>

# Example of Services Associate Job Description

Our growing company is looking to fill the role of services associate. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for services associate

* Prepares and distributes month-end reports as needed
* Supports recruiting function in hiring process from initial job requisition through on-boarding and supports related training program initiatives
* Operate switchboard and service incoming calls, by gathering information in order to direct
* Assist with requests regarding client, guest and international visiting staff
* Accept delivery of incoming packages
* Manage boardroom / training room bookings and AV requests
* Ensure client-facing areas are kept tidy at all times
* General administrative tasks and special projects as required by specific teams or departments
* Handle updates with regards to telephone numbers
* Make the necessary local and international travel arrangements, including flights, visas, hotels and transport as required, and taking into account business needs and the company travel policy and approvals process

## Qualifications for services associate

* Relevant experience gained at a prestigious accounting or consulting firm, investment bank or independent valuation firm, or coursework/training in financial valuation preferred
* Gathers information from Client/Consultant, industry research and sources to gain comprehensive understanding of the Client Company, industry and the position requirements
* Assists consultant to develop position specification and a focused search strategy
* Researches and identifies prospective candidates through targeted company research, industry sources, relevant prior searches and internal sources
* Places calls to prospective candidates and sources to elicit interest in the opportunity, obtain referrals, and/or collect market feedback
* Conducts phone interviews to qualify prospective candidates against position requirements and key competencies