



Example of Client Service Job Description

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Our innovative and growing company is hiring for a client service. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for client service

- Schedules appointments for design team members
- Assists design consultants and Design Center Managers with general administrative and clerical duties required for daily function of business
- Updates master and design center price pages and product books
- Organizes client project information
- Follows up as necessary to insure timely and appropriate customer service to staff members and clients
- Communicate effectively with internal and external customers by identifying customer's expectations and develop a strong working relationship
- Market company products and services supporting the Total Retirement Suite strategy
- Anticipate, quickly recognize, and research unusual or complex situations independently
- Responsible for processing customers' orders received via phone, e-mail, online, and/or facsimile
- Resolve customer requests, questions and complaints by analyzing situations to determine best use of resources

Qualifications for client service

- Bachelor's Degree required with an insurance related degree a plus
- Florida State Life and Health Insurance license required
- 3+ years of Employee Benefits insurance experience preferred

- 3-5 years insurance industry experience related to servicing accounts along with handling of national accounts in construction and real estate a plus
- Property & Casualty (P&C) insurance knowledge/experience is strongly preferred