

Client Services Specialist - Financial Services

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$18.00 to \$21.00 hourly
Employment status: Contract / Temporary to Hire

Description

Client Service Specialist (This position is 100% onsite)

Downtown Financial Services office is seeking an administrative client service specialist to provide support to a small team. The successful candidate will possess expertise in Windows 365 and demonstrate a willingness to gain industry certifications, with the company providing training and covering all associated costs.

Responsibilities include answering incoming calls, greeting clients, scheduling appointments, preparing conference rooms for meetings, managing post-meeting clean-up, ordering office supplies, and performing general administrative tasks as required.

Qualifications for this role include a minimum of 1 year of administrative office experience, intermediate technical skills (proficiency in Microsoft Word, Microsoft Excel, and Microsoft Outlook), and strong verbal and written communication abilities for interaction with both clients and internal staff.

This position offers the opportunity to work in a picturesque downtown office, collaborate with a high-performing team, and enjoy a fulfilling administrative role with clear boundaries between work and personal time. Working hours are Monday through Friday, from 8:30 am to 5:00 pm.

Initially, this position will be temporary, with potential for full-time employment (40 hours per week) based on mutual fit and alignment with requirements.

*****All applicants for this position must undergo background screening (including fingerprinting) and drug screening, and provide verification of past employment.

To apply, please submit your resume and contact our office for immediate consideration at 423-265-5561.

Requirements

- Strong customer service and office administrative skills
- Excellent verbal and written communication skills
- Expense reports experience preferred
- Solid understanding of conference room setup & cleanup
- Microsoft Office experience preferred
- Adeptness in Microsoft Excel
- Calendar Management experience highly desired
- Strong familiarity with switchboard phones from 1-10 lines
- High attention to detail
- Upbeat, smart, resourceful, solution-oriented, and tech-savvy
- Possess strong organizational and follow-up skills

- 1+ years of related experience

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.