

MCG: Market Connect Group – Bloomfield, NJ

Title: Client Services Coordinator

Job Type: Full-Time (Entry-Level)

Compensation Type: Salary

Start Date: 5/22/2017

Projected Hours Per Week: 40

Min. Education: Bachelor's Degree

Min. Experience: 1 - 2 Years

Job Description:

Market Connect Group is currently looking to hire a **Client Services Coordinator based in Bloomfield, NJ.**

- Ability to optimize and grow key accounts.
- Responsible for managing all client's projects execution and timelines.
- Coordinate details of client's projects with sales and field team.
- Manage day to day service issues and communication from client's.
- Assist with handling of daily call outs, monitoring of projects, and ensuring accuracy and completion

Primary Responsibilities:

- Responsible for delivering on-time project reporting as per client's expectations.
- Responsible for service budget for select accounts.
- Works closely with sales management, field services and account management to develop and maintain best practices for excellent customer satisfaction and execution of projects.
- Responsible for the logistical planning of monthly projects for specific accounts.
- Responsible for achieving all financial objectives for all accounts within the structure.
- Must be a self-starter and be able to maximize business through building partnerships with clients developing opportunities.

Qualifications:

- Bachelor's Degree
- Advanced knowledge of Microsoft Office – Excel, word, Outlook
- Strong written, verbal, and organizational skills
- Highly motivated, professional and dependable
- Results Driven
- Team player
- Ability to problem-solve, work under pressure and manage time appropriately
- Ability to think out of the box
- Energetic, enthusiastic, and prone to take action
- Build relationships with the team, field services team, and customers
- Ability to multi-task

Application Instructions: Please go to www.mcconnect.com/jobs , Job ID: 2016-5369

Disclaimer Information

About the organization:

MCG: Market Connect Group is a premier marketing company that partners with both manufacturers and retailers to increase sales at store level. We provide in store services to department stores, mass merchants, and various other retailers throughout the United States.