



Client Service Specialist

Department: Service

FLSA Status: Non-Exempt

Work Schedule: 5-6 days per week, includes Saturdays in season

POSITION SUMMARY

Ensures customer satisfaction and concierge service by providing clients with information, and quickly and effectively resolving any service issues. Gives support to Field Manager of Client Services in ensuring all client requests/issues are resolved in a timely and professional manner.

SKILLS & ABILITIES

Education: High School Graduate or General Education Degree (GED)

Experience: 2+ years in CSR and/or Accounts Receivable/Collections position preferred.

Other Requirements: Working Knowledge of Microsoft Office Suite