

Client & Assessment Coordinator

Job Description 2021

For more than 40 years, SKS has partnered with organizations to increase success when it comes to hiring the best talent and developing leaders. Our more than 100 ongoing clients range from small, local enterprises to multinational corporations. Our strong client relationships are characterized by a spirit of partnership and trust. Simply put, doing great work is what excites us. Check us out at www.sksconsulting.group.

Job Description

SKS Consulting Group is looking for a bright, customer-focused individual that multitasks and is eager to be part of a growing team. The Client & Assessment Coordinator will coordinate client engagements with an emphasis on detail orientation and a high level of customer satisfaction.

This role is highly visible and requires attention to detail, the ability to problem-solve and prioritize, a high degree of organizational skills, and a level of resilience when priorities shift. Integrity and discretion in handling confidential information is key as well as professionalism in dealing with senior professionals inside and outside the company. The successful candidate will enjoy being the front line to our clients – with exceptional written and verbal skills, utmost professionalism with interpersonal interactions, and the ability to skillfully handle all the activities surrounding those interactions.

Responsibilities

- Keep and coordinate multiple calendars and tasks with often shifting priorities
- Manage high-volume scheduling process in an organized manner
- Answer and orchestrate incoming calls, and respond to email inquiries
- Accurately manage candidate records within our online database and adhere to administrative processes
- Proofread and edit high-level content and finalize documents from a variety of sources
- Organize client projects
- Assist with hosting visitors and clients
- Conduct day to day office activities, various administrative duties, and provide support to the Business Ops Leader and Consultant Team

Qualifications

- Commitment to and enthusiasm for exceptional customer service
- Calendar management experience in a fast-paced environment
- Enjoy collaborating and working as part of an active group of highly engaged and intellectual individuals, yet can think critically and problem-solve independently
- Have a terrific work ethic accompanied by a positive, get-it-done attitude
- Highly detailed and process oriented

- Capable of navigating ambiguity and the ability to “think on your feet”
- A high degree of honesty, trust, sophistication, and integrity
- Proven track record of consistently delivering high-quality work
- Have an interest in people, psychology, training and development in a professional services environment

Requirements

- Bachelor’s degree
- Relevant work experience (at least 2 years of calendar management and/or client services experience)
- Solid grammar skills with experience proofing professional documents
- Proficient in Microsoft Office suite skills. Experience working with Microsoft Dynamics a plus.

To Apply

If you want to join a collaborative team of professionals committed to leadership and customer service excellence, please submit your cover letter, salary requirements and resume to: jill@hoopercurtis.com

SKS CONSULTING GROUP IS AN EQUAL OPPORTUNITY EMPLOYER