



GUIDEPOINT

GUIDEPOINT CAREERS

Coordinator – Client Service

The Client Service team is the backbone of Guidepoint's success. The team is responsible for efficiently delivering Guidepoint's services to our clients around the world. We work to understand each client's unique business questions and help them gain critical insights to stay informed and make better business decisions. Come work with us to deliver the best service in the industry and help our clients make some of the most important business decisions in today's economy.

What You'll Do:

- Responsible for scheduling bulk telephone consultations for client service teams
- Coordinate with advisors to confirm telephone consultations
- Leave messages and follow up with Advisors to expedite scheduling projects
- Maintain an updated status of client telephone consultations
- Update Advisors' profiles as needed
- Qualify Advisors via questionnaire to confirm if they are appropriate for consultations
- Follow multiple work streams to help Project Managers organize client requests and track progress on projects
- Assist with ad-hoc requests

What You Have:

- Strong team player with entrepreneurial mind and „can do“-attitude along with pro-active and results-oriented work style
- 1-3 years of experience in running a schedule and/or high call volume environment is highly desired
- Attention to detail and excellent follow-up skills required
- Strong aptitude for developing systems of organization
- Excellent time management skills and able to multi-task
- Ability to work as part of a team and independently
- Excellent sense of urgency and responsiveness
- Strong verbal and written communication skills in English are required
- Ability to work in fast-paced environment with a self-starter attitude

What We Have:

- Competitive compensation
- Private health insurance
- Entrepreneurial environment, autonomy, and fast decisions
- International exposure to the global Guidepoint teams
- Casual work environment and compelling people
- Summer and winter team events

CONTACT US:

Would you like to be part of our team? Then we look forward to receiving your application by email to akosta@guidepoint.com

If you have any questions, contact us by email or by phone at **21 1234 1238**

Visit our site for more opportunities at <https://www.guidepoint.com/careers/>

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