

Client Services Coordinator

Department: Client and Corporate Services

Location: Cleveland, OH

Please email your resume to HR@selmanco.com or if you have any inquiries about this job position available. Reference "Client Services Coordinator" in email when applying.

SelmanCo is a leading provider of administrative services related to life & health insurance and similar products with offices in Cleveland, OH, Keene, NH & Washington, D.C.

We are looking for a self-motivated and high-energy team member to join us as a **Client Services Support Specialist**.

A successful **Client Services Support Specialist** candidate will be dependable and comfortable with multi-tasking in a fast-paced office environment to serve as a vital part of the company's front-line operations.

Basic Qualifications Including Educational Requirements:

- High school or equivalent diploma required
- At least 1-2 years of administrative service support experience preferred
- Must have strong attention to detail
- Able to follow specific instructions and templates accurately
- Be comfortable asking questions and being a team player

Essential Duties and Responsibilities:

- Organize and transfer data from multiple resources into one report.
- Navigate and calculate data within Microsoft Excel spreadsheets.
- Search for and transfer information contained in electronic files.
- Communicate proactively with Manager regarding questions, time management and appropriate issues for escalation/monitoring.
- Input and transfer data to digital databases and spreadsheets.
- Verify licenses and certifications of insurance agents.
- Able to use templates to create reports and enter data.
- Review data for accuracy.
- Assist with projects which may require large amounts of data entry.
- Ability to communicate with other administrative professionals to retrieve information or update records.
- Ability to adjust priorities based on workload or direction from management.

Selman & Company is proud to be an Equal Opportunity Employer. Applicants are selected without regard to race, ethnicity, creed, color, religion, sex, age, national origin or ancestry, disability, genetic information, veteran/military status, sexual orientation, gender identity, or other protected characteristics under federal, state or local law.

This job summary is intended to be brief and does not list all the duties for this position. Nothing in this job description should be construed as an express or implied contract of employment. Selman & Company is an at-will employer, which means that either party is free to terminate the employment relationship at any time, without any advanced notice, for any reason or no reason.