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Client Services Coordinator

About White Oak Technology Group

White Oak Technology Group is a technical solutions development company specializing in the design and development of custom software applications, informational and e-commerce websites, and application integrations. We provide website development and hosting, software development, business application development, as well as technical and business consulting services to clients as small as home-based businesses and as large as Fortune 100 corporations.

We are currently seeking to hire a full time or part time **Client Services Coordinator** to provide support to our technical team and clients by assisting in day to day business needs and managing our company's general administrative activities. The ideal candidate needs to be an energetic, conscientious and detail oriented individual who enjoys making a difference and being a part of a team. Our goal is for each team member to grow professionally through their excellent work ethic and a strong desire to succeed and flourish within our organization.

We offer a competitive salary and benefits package including performance bonuses, health insurance, paid time off, and a highly collaborative and flexible work environment. We are looking for energetic and intelligent individuals to join our organization and contribute to our continued success. We have a great reputation, a consistent track record of success, and the potential for tremendous growth.

Primary Job Responsibilities

- Answer and direct phone calls
- Provide excellent customer service
- Invoicing of clients and light bookkeeping
- Management of Customer Relationship Management Software
- Office management duties
- Other duties as assigned

Job Requirements and Desired Skills

- High School Diploma or equivalent; college degree preferred.
- Must be computer savvy with experience in MS Office.
- Excellent written and verbal communication skills.
- Well organized with a strong attention to detail, a high sense of urgency, ability to follow through, and ability to handle multiple requests within deadlines.
- Ability to work independently while responding to requests from supervisors, co-workers, and customers.
- Flexible and willing to adapt to changing priorities in a fast paced environment.

Interested candidates should email a cover letter and resume to hr@whiteoaktg.com.