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**Client Relations Specialist  
Chicago, IL**

**Company:**

BSC Technology provides cutting-edge solutions for small to medium-size companies. We believe in building a solid relationship with our clients and employees. We are seeking a passionate individual who will represent our firm in a positive manner while speaking with clients and co-workers and responding to client needs or requests. We are committed to providing challenging work and opportunity for growth.

**Job Description:**

- Assisting the VP of Client Relations with any ongoing projects
- Answering phone calls from potential clients and navigating them through our intake process and scheduling
- Assisting with the new client process – sending, receiving and processing documents and payments
- Potential client follow-up; reconnecting with potential clients after the initial meeting
- Tracking potential leads, appointments, and follow up in our CRM system
- Having fun working and being creative
- Actively learning and growing

**Requirements and Qualifications:**

- 1-2 years' experience in client service or equivalent
- Proficiency with Microsoft Office
- Experience with CRM databases
- Ability to work in a fast-paced, deadline-driven environment
- Passionate for developing high quality and readable code

**Competencies:**

- Solid communication skills
- Attention to detail
- Self-motivated
- Strong team contributor
- Manages complexity
- Cultivates innovation
- Customer focus

**Job Type:** Full-time – Bonus Structure