

Client Service Assistant – Office Manager

JOB DESCRIPTION

We are seeking an independent and highly driven individual for a multifaceted position to proactively assist with efficient and high-quality client service, and oversee office administrative tasks. As a Client Service Assistant with INTEL SECURITY NETWORK LTD - , you will maintain extensive contact with internal and external clients to resolve most problems and refer new or unusual issues to the General Manager.

Additional tasks of the Client Service Assistant – Office Manager include:

- Interacting daily on the phone and in person with prospective and existing clients by handling basic inquiries and providing quotes
- Processing and following up on client documentation for proper maintenance of accounts
- Working with financial advisors in maintaining regular contact with clients
- Oversee the administrative side of the office including maintenance of client files, ordering and supplies, and interacting with office management

As a Client Service Assistant with Intel Security Network Ltd, you will prepare letters, forms, reports and spreadsheets to help service existing clients. You will also ensure that required client order, supplies and installation is properly coordinated within the timeframe of the contracting period.

Additional responsibilities of the Financial Sales Support Coordinator include:

- Maintaining databases and creating reports using portfolio software programs
- Assisting sales representatives with marketing efforts
- Receiving and processing calls and orders on behalf of sales representative and making sure is routed accordingly to the designated sales agent and a follow up.
- Receiving cross-training and assisting with other operational functions as required
- Performing other duties and responsibilities as assigned

JOB REQUIREMENTS

As the Client Service Assistant – Office Manager with Intel Security Network Ltd, you must possess a pleasant and service-oriented demeanor with pleasant and business-appropriate phone manners as well as superb verbal communication skills to clearly and professionally convey information. You must be able to organize, manage and track multiple detailed tasks and assignments with frequently changing priorities and deadlines in a fast-paced work environment. Our ideal employee is a quick learner who demonstrates an excellent work ethic, pays close attention to detail to ensure that reports, correspondence and databases are accurate and exercises effective problem-solving skills. You must also be able to follow instructions and adhere to deadlines.

Additional requirements include:

- High school diploma required; Bachelor's degree strongly preferred
- Minimum 3 years business sales and Administrative support experience
- Experience using related technology, software planning tools and presentations

- Working knowledge of investment concepts, practices and procedures used in the securities industry
- Proficiency with Microsoft Office Suite
- Sufficient mathematics ability to process account and transaction information

Benefits for the Client Service Assistant – Office Manager includes an annual bonus potential on general sales volume.

Apply Now

As a technology service company that deals with sensitive documents and devices, cash and equipment, you are reminded that , to apply for this job, you must provide 2 satisfactory guarantors and recommendations. And each guarantor must attest and sign the employee non-competitive documents, which will prohibit you, your surrogate, agent or family to disclose the business formula of INTEL SECURITY NETWORK LTD to a third party, or take employment from our competitors within 2 years of your exit from Intel Security Network Ltd.

Applicant Name (Surname)	(First name)	(Middle name)
Place of Birth (Village ,City, State)	Date of Birth	Nationality
Father's Name	Mother's medium Name	Father's address
Primary School Attended	Secondary School Attended	University/college attended
Year attended (to)	Year attended (to)	Year attended (to)
Major?		
Academic achievements?		
Degree obtained?		
Hobby?		
Do you have a driver's license?		
Who is your best friend in college?		
What is your goal in life?		
What are your accomplishments?		

Tell us more about your job history, begin with your current/recent past job!

Company Name	Address	Phone Number	Supervisor's Name
Why did you leave?	When did you leave?	Date started	Date ended
Company Name	Address	Phone Number	Supervisor's Name
Why did you leave?	When did you leave?	Date started?	Date ended?

Company Name	Address	Phone Number	Supervisor's Name

Please attach the completed form with your (2) passport photograph and obtain other necessary questionnaire and guarantor's form.