



PART-TIME CLIENT COORDINATOR

- PART-TIME
- Flexible Hours, During Biz Hours
- About 20-30 Hours a Week
- Hourly Rate Based on Experience

MUST Work from our Fountain Valley, CA location

PLEASE READ CAREFULLY prior to submitting your information. This position has very specific requirements.

REQUIREMENTS & DUTIES

- Team player with a "Whatever It Takes" attitude
- The phrase "This is not my job" is not in our vocabulary.
- Ideal for friendly, patient and customer service oriented person
- Client interaction & communication via phone, e-mail and in-person
- Serves as liaison between Clients & Development Team
- General assistance to Management
- Must be highly organized and have a strong ability to multi-task
- Basic MS Office skills are required.
- Basic Internet usage skills are required.
- We are a PC based firm.
- **MENTION POSITION TITLE WHEN RESPONDING.**

If interested, please e-mail or send us your resume.

NO FIRMS PLEASE. We are ***NOT*** looking for firms to outsource to. NO INTERNATIONAL FIRMS!

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