

Job Title:

## Client Services Management Associate

**Location:** Springfield PA (Hybrid potential)

### Company Overview:

Imaging Services is a leading provider of x-ray medical equipment, sales, and service across North America. We focus on quality, reliability, and customer support. Our team of professionals offers a range of imaging services to meet the diverse needs of healthcare, veterinary, and industrial x-ray needs."

### Job Description:

We seek a highly organized, detail-oriented, and dynamic **\*\*Client Services Management Associate\*\*** to join our team. This role is pivotal in supporting our sales efforts through the effective use of CRM systems, managing project timelines using tools like Trello, and automating workflows for maximum efficiency. The successful candidate will also play a crucial role in facilitating our executive team's participation in conferences, including scheduling and logistics.

### Responsibilities:

**\*\*Sales Support & Quotation Preparation:** \*\* Use CRM platforms to manage client information, follow up on sales leads, and support the sales process. Prepare accurate sales quotations and proposals for potential and existing clients.

**\*\*Process Management:** \*\* Utilize project management software (e.g., Trello, Google Docs) to track project progress, deadlines, and deliverables, ensuring projects are completed on time and within scope.

**\*\*Workflow Automation:** \*\* Implement and maintain automation tools to streamline operations, increase efficiency, and reduce errors in sales and project management processes.

**\*\*Executive Support:** \*\* Work closely with the CEO to schedule conferences, make hotel reservations, and manage other travel and event-related logistics, ensuring seamless planning and execution.

**\*\*Client Services:\*\*** \*\* Maintain excellent client relations by managing inquiries, resolving issues, and ensuring client satisfaction with our services and solutions.

**\*\*Team Collaboration:\*\*** \*\* Collaborate with various departments to enhance service delivery, improve product offerings, and achieve company objectives.

## **Requirements:**

- Proven experience in a similar role, with a strong understanding of CRM systems, QuickBooks, Google Docs, and project management tools such as Trello.
- Excellent sales skills, with the ability to prepare accurate and persuasive sales quotations.
- Exceptional organizational skills and attention to detail.
- Strong ability to automate workflows and leverage technology to improve operational efficiency.
- Outstanding communication and interpersonal skills, with the proficiency to work closely with senior executives.
- Flexibility and adaptability to manage shifting priorities and a dynamic work environment.

## **Education:**

- Bachelor's degree in Business Administration, Marketing, or a related field is preferred or commensurate experience.

## **What We Offer:**

- ✓ A competitive salary and benefits package.
- ✓ Opportunities for professional development and career growth.
- ✓ A dynamic, supportive, and collaborative work environment.
- ✓ The chance to make a significant impact in a growing company.

## **How to Apply:**

Please submit your resume and a cover letter explaining why you are the ideal candidate for this role to the form on the provided page...

**The Imaging Services is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**

