

Assistant Client Services Coordinator

Reports to: Chief Marketing and Revenue Officer

FLSA Status: Non-Exempt

Labaton Keller Sucharow is seeking a detail-oriented and strategic Assistant Client Services Coordinator to join our dynamic team. In this role, you will assist in key data management and retention projects, ensuring the accuracy, completeness, and consistency of data across various proprietary systems. You will play a pivotal role in organizing and maintaining data to support the growing needs of our organization and contribute to special projects as assigned.

Job Duties: Primary duties consist of, but are not limited to the following:

- ✘ Assist in data entry and retention projects, ensuring accuracy, completeness, and consistency of data;
- ✘ Organize and maintain data records within proprietary systems to support growing organizational needs; and
- ✘ Assignment of special projects.

Qualifications:

- ✘ Proficiency with computer systems and software;
- ✘ Strong time management and organizational skills and attention to detail;
- ✘ Eagerness to learn and grow;
- ✘ Ability to work both independently and collaboratively in a team environment; and
- ✘ Bachelor's degree required.

Labaton employees currently work in the New York office up to two days per week.

We provide a full host of benefits including medical, dental and vision insurance; short and long term disability insurance; 401k participation; technology reimbursement; student loan reimbursement; and in-office snacks and drinks.

Please submit your resume and cover letter to careers@labaton.com.