

Client Services Coordinator

Location: Zurich, Switzerland

Start Date: January 7, 2019 or by agreement

If you are interested in starting a career in a global company, please click [here](#) to submit your application.

About RepRisk

RepRisk is a global leader and pioneer in data science, specializing in premium ESG and business conduct risk research and quantitative solutions. Since 2006, RepRisk has been leveraging artificial intelligence and curated human analysis to translate big data into actionable business intelligence and risk metrics. With daily-updated data synthesized in 20 languages using a rules-based methodology, RepRisk systematically flags and monitors material ESG risks and violations of international standards that can have reputational, compliance, and financial impacts on a company.

Our flagship product, the RepRisk Platform, is the world's largest database of its kind, consisting of 110k+ public and private companies and 27k+ projects of all sizes, in every sector and market. Leading organizations around the world rely on RepRisk as their key due diligence solution to prevent and mitigate ESG and business conduct risks related to their operations, business relationships, and investments.

Job Description

The Client Services Coordinator is a full-time junior position and plays a crucial role in providing first-level support to our clients as well as internal stakeholders. Clients come from different industries and sectors, such as banking, insurance, investment management, asset owner and non-financial corporates.

The ideal candidate is highly organized, highly motivated, can multitask and works well under pressure.

The Client Services Coordinator is part of our international Sales and Marketing team and reports to the Head of Client Services based in Zurich, Switzerland. Therefore, she or he works and functions as a team player in a cross-cultural team across Asia, Europe and North America.

Main responsibilities are as follows:

- Deal with incoming client requests (email and phone) during Zurich office hours
- Set-up and administer user accounts for the RepRisk ESG Risk Platform, RepRisk's flagship product
- Support the client on-boarding process
- Document Client Services related activities in the RepRisk CRM tool, and other internal records

- Act as main point of support to the Sales and Marketing team
- Schedule and organize meetings for the Management internally and externally including all aspects of meetings and events
- Assist in organizing conferences and other sales and marketing activities including the preparation of reference materials
- Prepare presentations after detailed instructions
- Manage administrative tasks such as mail & correspondence, contract filing and shipping.

Candidate Profile

You are people-oriented and results-driven and maintain a pragmatic outlook without compromising quality. As a self-starter you have demonstrated presence and energy in past positions or projects. You set high personal standards for performance, deliver on assignments, and bring tasks to a successful conclusion. Getting up and running quickly in different areas of business and working and communicating across cultures should be among your established skills. The position requires strong self-management, organisational and problem-solving skills and the ability to manage expectations even when under pressure. You are interested in sustainability, responsible investment, governance and compliance topics and drive to achieve something meaningful.

Education and Experience

- Bachelor's Degree of a respected university or college
- You must be fully fluent in English. Any other major business languages, in particular German, would be a plus
- Advanced knowledge of Microsoft Office products, in particular Excel and PowerPoint is a must. Experience in Adobe products is a plus
- Experience in Client Services or Marketing is a plus

If you are interested in applying for this position, please click [here](#) to submit your application. Please note that at this time we will only consider candidates with a valid work permit for the respective location you are applying for.

For more information, please visit <http://www.reprisk.com> or follow us on [Twitter](#).

In case you have any questions, our Senior HR Administrator is more than happy to help you:
Contact: Ivana Suter, Senior HR Administrator, +41 43 300 54 40, Email: recruiting@reprisk.com (no applications please!).