



JOB DESCRIPTION

Client Services Coordinator

BVD Solutions Client Services Coordinator

- Communicates daily with BDV sponsors to request and assign worksites to clients as well as set up orientation dates
- Acts as liaison to assist clients with onboarding information such as applications, background checks, drug tests, etc.

[BDV Solutions](#) has been helping immigrants achieve their American dream for over a decade, and we are continuing to grow! Through our employment solutions, we help match our clients with U.S. employer sponsors who are looking to fill unskilled labor positions.

The Client Services Coordinator will focus on onboarding our foreign national clients with sponsors participating in BDV Solution's EB-3 unskilled Visa program.

Interested applicants should email their resume to Angie Joffe at ajoffe@bdvsolutions.com.

- Creates and maintains Settlements (including city guides) to ensure that the information is updated and uniform
- Provides admin support to CS Specialists to facilitate onboarding of clients with employers
- Monitors and updates pipeline spreadsheet and/or software with pre-hire and post-hire dates
- Monitors and updates the Sponsor Info spreadsheet and/software with relevant information
- Organizes and updates the Client Services Team folder in SharePoint
- Weekly Reports to the Director of CS on progress of projects
- Sends the 2-week check-ins communication to clients and introduces them to VP of Customer Success for post-hire questions
- Performs all other duties as assigned

Required:

- Bachelor's Degree or equivalent
- Minimum 2 years related work experience
- Problem-solving, critical thinking, and multi-tasking skills
- Keen attention to detail, extremely well-organized
- Excellent verbal and written communication skills
- Proficient skills in various technologies (i.e., Microsoft Office, etc.)

Preferred:

- Experience in business development such as staffing, HR, recruiting, job placement, etc.
- Experience in the onboarding phase of employer-employee relations (applications, background checks, orientations, etc.)
- Professional presence in representing BDV to sponsor employers
- Task-oriented while simultaneously people-oriented