



Client Service Professional Candidate

At Safeguard by Inspired Results in Portland (Tigard), our Client Service Professionals are a service-obsessed team committed to creating comprehensive brand solutions while providing “wow” service at every opportunity. Working hand-in-hand with our Sales, Support and Leadership teams, you’ll help:

- Spread the word of Inspired Results and the IR Way
- Maintain profitable customer partnerships
- Facilitate customer orders, sourcing, reporting, web-site updates, etc.

More specifically...

- Answer inquiries from customers and salespeople
- Initiate requests for price quotes and product sourcing
- Negotiate with suppliers to achieve competitive or reduced costs on products
- Assist in coordinating artwork for customer orders
- Enter custom orders into DemandBridge
- Invoicing
- Facilitate/research order inquiries
- Provide reporting
- Maintain inventory
- Assist Sales in maintaining desired profit levels
- Team with Sales to provide project management and ensure timely delivery
- Attend service meetings as required
- Resolve product or service problems/complaints

The must-have traits for our dream candidate:

- WOW customer service skills and dedication
- Strong focus on quality and detail
- Ability to quickly identify a problem/conflict and offer appropriate solutions
- Ability to handle a fast paced environment with conflicting priorities
- Exceptional verbal and written communication skills
- Advanced computer program skills like Microsoft Word, Excel, etc.

Beyond a fulfilling career and an exciting culture, we offer:

- Competitive compensation
- Comprehensive benefit programs

Ready to get started? Let’s go!

Contact Safeguard Recruiting at SafeguardRecruiting@GoSafeguard.com

Disclaimer: The available position is not with Safeguard corporate, but is with a Safeguard franchisee.