



**Job Title:** Client Services Coordinator  
**Department:** Administration, Facilities & Operations  
**Office:** Boston  
**Status:** Non-exempt

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**Position overview:**

The Client Services Coordinator will greet and direct clients and other visitors to the Firm, route incoming calls to appropriate individuals as well as schedule conference rooms, order food/beverages for all meetings and any other coordination of conferences and events. Will assist in special projects for other departments of the Firm.

**Responsibilities:**

- Schedule and coordinate all conference room activities and functions to ensure that arrangements are completed (i.e., coffee set-up, catering needs, arrangement of all video/audio equipment, supplies, etc.) utilizing LIBRIS software
- Ensure that all conference rooms are clean and neatly maintained
- Collect information and prepare daily bulletin for Firm distribution
- Answer /route incoming calls
- Welcome and direct all visitors to the Firm
- Maintain a neat and orderly reception area reflective of Firm standards
- Assist with special projects as requested

**Qualifications:**

- Excellent communication/interpersonal skills
- Good grammar and writing skills
- Strong organizational skills; ability to multi-task
- Strong client/customer service focus
- Excellent follow-up skills
- Willingness to be flexible with schedule when necessary
- Exemplary record of reliability and dependability
- Positive, pro-active, attitude
- Professional polished appearance

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