

Client Services Coordinator

Reports to: Chief Marketing and Revenue Officer

FLSA Status: Non-Exempt

Labaton Keller Sucharow is seeking a detail-oriented and strategic 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:

- ✘ Preparing initial drafts of written client and marketing communications;
- ✘ Maintaining calendars for group tasks and deadlines;
- ✘ Maintaining and updating charts and client communications;
- ✘ Work on RFPs writing original content and gathering data for submission;
- ✘ Write client presentations using research and information provided by partners;
- ✘ Organize and maintain data records within proprietary systems to support growing organizational needs; and
- ✘ Assignment of special projects.

Qualifications:

- ✘ Bachelor's degree in marketing, communications, business, data analytics, information systems, or a related field;
- ✘ Approximately 3 to 6 years of relevant experience in marketing technology, digital marketing, CRM administration, analytics, or marketing operations;
- ✘ Experience in a law firm, professional-services organization, financial institution, consulting firm, or similarly sophisticated environment is preferred;
- ✘ Working knowledge of Google Analytics, Google Tag Manager, Google Search Console, Meta Pixel, CRM platforms, email marketing systems, and data-visualization tools;
- ✘ Demonstrated experience with generative AI tools and AI-supported business workflows;
- ✘ Experience developing dashboards, analyzing performance data, and presenting actionable findings; and

- ✦ Familiarity with website platforms, SEO, AEO, GEO, campaign tracking, data integrations, and marketing automation.

Labaton employees currently work in the New York office three 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.