Client Services Coordinator

Reports to: Chief Marketing & 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

- Proficiency with computer systems and software;
- Ability to write original content professionally and accurately;
- Strong time management, organizational skills, and attention to detail;
- Eagerness to learn and grow;
- Ability to work both independently and collaboratively in a team environment; and
- Bachelor's degree required;
- 2-3 years of experience at a New York litigation and/or securities law firm.

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.**