

CLIENT RELATIONS REP.

American Legal Publishing provides ordinance publication (codification) services to local governments, including print editing and internet hosting services. Located in downtown Cincinnati, American Legal's staff of approximately 50 employees provides solutions to more than 3,500 cities across the country, ranging in size from New York, Chicago, San Francisco, Dallas, Los Angeles, Philadelphia and Boston, to villages with populations under 500.

Job Description:

We are seeking an outgoing professional who will work in our Cincinnati office to assist in existing client maintenance. This primarily involves receiving documents from clients via email, saving and documenting the documents, and processing work orders.

The successful candidate will:

- Work closely with our experienced team
- Interact with a professional clientele through email, letters and phone calls
- Utilize an electronic database to track client contacts and status
- Learn all aspects of our business and interact with all departments
- Be responsible for handling requests and work orders from clients

Skills:

- Outgoing with exceptional people skills
- Excellent verbal and written communication abilities
- Highly efficient and productive
- Highly organized and focused
- Self-motivated and able to work independently
- Capable of juggling multiple projects

Candidates must possess a Bachelor's degree. Experience in local government, customer service or working with the public would be helpful, but not necessary.

This is a full-time, salaried position, with a benefit package including, paid vacation, holidays, 401(K), life, health and dental insurance options.

Please send resume to rbollhauer@amlegal.com

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