



Position: Client Representative Assistant

The Training Associates (TTA) is a fast growing and financially strong company with professional management. We are the world's largest and oldest provider of trainers and trainer delivery solutions. We are currently looking for a **Client Representative Assistant** interested in full-time employment to join our 60+ person home office on Route 9 in Westborough, MA. TTA prides itself on being a dynamic, friendly and EXCITING place to work.

Position Overview:

The **Client Representative Assistant** is responsible for assisting their assigned Client Representative(s) in the planning, management direction, project completion, client satisfaction, and financial outcome of assigned projects. The ideal candidate will be required to assist their assigned Client Representative(s) with coordination, which includes, but is not limited to:

- Entering requisitions into our database
- Scheduling regular telephone meetings with customers and trainers
- Updating monthly customer forecasts
- Following up with customers
- Sending contracts to customers
- Communicating information on customers and trainers as directed
- Sending travel requests to our travel department
- Contacting trainers for expense documents and student evaluations
- Ordering courseware and training materials

The candidate will work with their assigned client representative(s) to help achieve their respective client representative objectives. This position reports directly to the assigned Client Representative(s).

Minimum Requirements:

- Minimum of 2 years business experience that includes customer service experience
- Proven ability to manage multiple tasks in a dynamic fast pace environment
- Superior telephone communication skills
- Strong interpersonal skills and ability to work with other departments
- Experience with Microsoft Office
- Must be Internet savvy
- Very strong attention to detail
- Ability to take direction and feedback while working independently
- Bring a positive attitude to work every day

Please send resume to: HR@TheTrainingAssociates.com
Learn more at www.TheTrainingAssociates.com