



Job Title: Client Service Manager

FLSA Status: Exempt

Salary: \$45,000 - \$70,000 D.O.E. + Benefits

About Us:

Runbeck Election Services successfully innovates the process of producing elections for jurisdictions nationwide. We've expanded from producing local counties' elections to delivering customized election solutions for over 70 million voters nationwide. Embodying the spirit of "what is possible", Runbeck develops advanced equipment, software and production methods. Our processes use the latest technologies and draw from nearly five decades of expertise. Operations are completed at our state-of-the-art, environmentally friendly, secure facility designed specifically for producing election materials. Runbeck is America's Election Partner®.

Summary:

The ideal candidate should demonstrate excellent active listening and communication skills, good personal presentation, politeness, and tact, and be able to function in a high-pressure environment. The noteworthy Client Services Manager should provide timely solutions to client's problems, build sustainable and continuous relationships with clients, show initiative and drive when dealing with client requests, and assist in developing marketing material and sales strategies.

Responsibilities:

- Schedule and conduct project meetings with clients to review updates and the status of their election projects and jobs
- Develop open and effective channels of communication both internally and externally
- Coordinate internal projects and determine the best utilization of resources to increase customer satisfaction
- Act as the liaison between the client and production while managing all phases of the job specifications and requirements from inception through billing
- The position requires above average attention to details, and strong collaboration skills to influence, develop, and maintain relationships with both internal and external customers
- Must be dependable and willing to commit to long and occasionally weekend hours as required
- Work with vendors to order product and track deliverables to ensure timely delivery

Key Requirements:

- 3+ years' experience in customer service role
- 1+ years' experience in management position preferred
- Must demonstrate ability to meet deadlines
- Strong communication skills required

Join the Runbeck Team today! Inquire at Jobs@Runbeck.net

Runbeck Election Services

2800 S. 36th Street, Phoenix, AZ 85034 :: 602-230-0510 :: Runbeck.net

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Experience/Education:

- Bachelor's Degree in Business (preferred)

Additional Information:

We are proud to offer a robust benefits package well-suited to our rockstar team of election heroes!

- Major Medical Insurance
- Dental Insurance
- Vision Insurance
- Basic and Voluntary Life Insurance benefit
- Short- and Long-Term Disability Insurance
- Accident Insurance
- Critical Illness Insurance
- Employee Assistance Program (EAP)
- IDShield
- Pet Insurance
- 401K Matching
- Tuition Reimbursement

Work Authorization:

- Must be authorized to work in the US for any employer

Please apply at the [Runbeck Job Board](#)

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