

# Client Service Intern



We are looking for a Client Service Intern that will report directly to the Support Director. This position requires someone who is a friendly, patient, empathetic, and passionate communicator. We are looking for a quick problem solver who has experience in providing excellent customer service. The ideal candidate must be able to easily adapt and have a knack for interacting with people while being personable.

## Responsibilities include but are not limited to:

- Create exceptional client service for every member of Details Flowers
- Maintain communication and assist with the needs of the company
- Provide friendly, timely support via phone and email
- Troubleshoot user problems with Details Flowers iOS and web apps
- Lead, manage, train and support client partners
- Manage Projects to ensure continuous client satisfaction

## Requirements:

- Excellent communication skills, verbal and written
- Proficient in Google Suite: Google Sheets, Google Docs, etc.
- Ability to participate in product development and project management
- Comfortable with multitasking in a deadline-drive environment
- Creative problem-solving skills
- Interest in analyzing information and data collection
- Positive and enthusiastic attitude is a must

## Bonus Skill Sets: Not required for hire

- Bilingual
- Experience in a researching role
- Proficiency in Apple Products

## Some Fun Details Perks:

- Extensive on site training
- Competitive salaries
- Paid travel to select conferences
- Holiday themed surprise parties
- Unlimited growth opportunities

Send resumes to [hello@detailsflowers.com](mailto:hello@detailsflowers.com)