



NEXTLEVELREGEN

2456 Industrial Blvd, Grand Junction CO 81505

Client Specialist

Job Overview:

Client Specialist will support clients with the individual modalities at Next Level Regen. They will help create a comfortable and welcoming environment while assisting clients with questions about modalities and services. Having extensive knowledge about each service and how to help clients individually will create excellent customer service and longevity with clients.

Key Responsibilities and Duties:

1. Opening and closing duties of the office
2. Understand all office modalities in the office with proficiency to answer client questions
3. Operate all modalities with precision and accuracy
4. Sell and solicit memberships to obtain new clients and create longevity
5. Proficiency of client appointment booking system- book appointments, create client profiles, cancellations, re-scheduling, etc.
6. Check out clients- process transactions, give change
7. Work community events as needed
8. Continue to gain knowledge on office modalities for greater understanding and superior service
9. Keep office clean and tidy for a professional appearance
10. Answer phone and emails with professionalism and courtesy