



**CLIENT SERVICES SPECIALIST
FRISCO, TX
(moving to The Colony, TX in early September, 2015)**

Have you been looking for a young, growing and award winning company that you can get behind and feel good about the impact it has sustainability and recycling efforts. Quest is a full service environmental consulting and management group supporting the efforts of Fortune 500 companies seeking to maximize profits and mitigate risks and minimize their ecological footprints.

If you want an opportunity where your efforts made an impact, Quest has a fantastic opportunity for a client services professional that will have responsibilities for providing support to a specified group of clients. If you like to interface with wonderful clients and vendors and have strong attention to detail, are use to multitasking in a fast paced department, and have strong written/verbal communication skills. Needs to be accustomed to taking inbound call - please apply. We are a small but fast growing company where your efforts have a significant impact and will be noticed. We provide a fun, interactive culture that includes wearing jeans every day!

The Ideal Candidate Will Be Able To:

- Possesses previous years of experience with strong customer service and relationship building skills
- Handle heavy client contact & interaction via phone and email
- Extremely detail oriented with strong organizational skills
- The ability to quickly learn multiple software and database formats as required by our Client(s)
- The ability to work independently and complete tasks within given timeframes
- Capable of working with multiple Managers across all lines of business
- A quick-thinking, problem-resolving attitude
- The ability to thrive in a competitive, goal-driven environment
- The ability to manage day to day customer interaction, provide superior customer service and display a sense of urgency to customer needs
- Continually seeks opportunities to increase customer satisfaction and deepen customer relationships
- Understand how to communicate difficult / sensitive information tactfully
- Displays a positive attitude and is an effective team player
- Goal oriented



ROLE COMPETENCIES

- College graduates are encouraged to apply
- Prior work experience in a busy client facing environment
- Intermediate Microsoft Office (Excel, Word, Outlook) skills
- Responds well in a dynamic and fast paced environment

Our Employees Enjoy:

- Benefits Package: Medical/Dental/Vision, 401(k) Plan , Life, STD/LTD
 - Company paid medical insurance for employee –only coverage
 - Company paid Life, Short term and Long term disability plans
 - 401k: Match 100% up to 3% of contributions and vested in the match immediately
 - Employee Stock Purchase Plan
 - Health and life insurance plans eligible 1st of month following 30 days of employment
- Paid Holidays and Paid Time Off
- Fun work environment
- Casual business dress, aka jeans!
- Great Incentives and Rewards
- Opportunity to be part of a young and growing company
 - Received Employer of the Year Award (2011)
 - Received Entrepreneur of the Year Award (2013)
 - Ranked as fastest growing public company in No. Texas (2015)
 - Ranked one of the top 100 largest public companies in TX (2015)