
Alabama Supercomputer Authority

ASA



Position: Client Services Specialist

Location: ASA Montgomery Business Office

How to Apply: Email resume to personnel@asc.edu

Deadline: December 01, 2023

Salary Range: \$40,785 - \$58,290

This position will report to the Director of Client Services and is responsible for various activities including entering and reviewing quotes, documentation tracking, and professional support to the client services division. This position is heavily focused on quote reviews, requiring attention to accounting details.

Responsibilities

- Enter and review quotes (RFQs)
- Work with service provider to ensure quote accuracy
- Serve as point of contact with clients
- Track RFQs and orders
- Assist with E-rate application process
- Track workflow to ensure all installations are done promptly
- Work with our Client Services Outreach Specialist to gather all needed information on potential new clients/sites
- Provide organizational assistance to client services division
- Complete and track various accounting tasks
- Travel, as needed, in support of ASA

Principle Accountabilities

- Point of contact for clients
- Enter quote request & review for accuracy
- Track status of RFQs and orders
- Participate with E-rate application process

Qualifications

Bachelor's degree in Business Administration or related field. Accounting/Financial courses or experience preferred. Proficient use of Microsoft Office including Excel.