



Job Posting

Client Service Administrator

The Rhode Island Commerce Corporation seeks an experienced professional to assume the role of Client Service Administrator to work with the Vice President of Client Services and provide professional, responsive and effective assistance to Rhode Island businesses to encourage their growth and expansion.

Specific responsibilities:

The incumbent in this position will facilitate the use of Salesforce software as a CRM tool for the organization; perform significant research for the organization as well as for Rhode Island business clients; act as a liaison and business advocate by facilitating access to statewide resources offered through Commerce RI and its partners; and work in conjunction with various internal and external partners as needed to deliver applicable products and services to clients in an effective and responsive manner, in order to assist in the business retention, expansion and attraction of companies.

Knowledge of:

- Economic principles, practices and techniques
- Thorough knowledge of Salesforce as a user and administrator
- Establish and maintain effective working relationships with strategic partners
- Economic development research capabilities

Job requirements include:

- At least five years of substantive professional experience and education related to economic development
- Extensive Salesforce experience

Posting will remain open until **Friday, May 15, 2015**. Please submit a cover letter with salary requirements and a professional resume, preferably via e-mail, to:

Rhode Island Commerce Corporation
Attention: Human Resources
315 Iron Horse Way - Suite 101
Providence, Rhode Island 02908
ilucia@commerceri.com

The RI Commerce Corporation is an Equal Opportunity Employer