



Client Success Specialist

DEPARTMENT:	Client Services
REPORTING TO:	VP, Client Services and Operations
JOB TYPE:	Full-time employee
LOCATION:	Salt Lake City, UT 84111
COMPENSATION:	Depending on experience
BENEFITS:	Health, vision, and dental insurance, 401(k), holiday, vacation, and sick leave

JOB DESCRIPTION:

Assure adoption of Volunteer Management Software by supporting clients with troubleshooting, process engineering, and training. Provide guidance and solutions for clients by understanding their unique needs both during implementation and after launch. Oversee and quickly classify, reproduce and assign support tickets to the appropriate team. Must have the ability to work closely with different teams and respond graciously and promptly under pressure. Overall, the role requires flexibility, tenacity, excellent communication skills, and the ability to problem solve.

DUTIES AND RESPONSIBILITIES:

- Advocate for the client throughout the lifecycle of the account in order to assure adoption of the software
- Communicate clearly and effectively with multiple teams about client needs
- Troubleshoot problems in detail
- Write up technical issues and problems according to company processes
- Triage support tickets with the support team
- Train clients to use the software for their own business practices
- Being an integral part of Samaritan culture
- Clean background check and drug test

SKILLS/EXPERIENCE AND COMPETENCIES:

- Excellent communication skills (written and oral)
- Ability to quickly learn new technologies
- Experience with SaaS products, databases and general web design
- Organized and fastidious attention to detail

Helpful but not required:

Experience with Agile Methodology and Scrum development practices
Familiar with Google Office Suite, Zoom, Hubspot, JIRA and Confluence, Toggl
Knowledge of volunteer management or Healthcare Industry

Samaritan Volunteer Management Software is a small **software** firm located in Salt Lake City, Utah. We provide customized **volunteer** management solutions to a wide variety of clients in health care, government, and non-profit sectors. Samaritan is an equal opportunity employer. Samaritan promotes a culture of agreements, accountability, and respect. We are seeking team members who will be an asset to our culture.



Samaritan