

CAREERS



JOB TITLE:
Client Services

FLSA:
Non-Exempt

DEPARTMENT:
Client Services

REPORTS TO:
Director of Client Services

**** Please include your desired shift(s) and position(s) with your submission ****

As one of the nation's largest plaintiffs' litigation firms, Motley Rice advocates for the rights of workers, families, consumers and investors and aggressively seeks justice for people and institutions harmed by wrongdoing and negligence. Our Firm has played leadership roles in some of the most significant cases to ever go through U.S. courts. We have the experience and depth of knowledge to take on innovative, cutting-edge litigation across a variety of practice areas.

*We have several **Client Services** opportunities available currently and are seeking motivated professionals to join our dynamic team and be part of a firm where your support skills will make a significant impact on our firm's success and reputation in the legal industry!*

These roles are exciting opportunities that provide support to our litigation teams and exceptional service to our clients. A customer-centric focus, strong attention to detail, and a desire to learn and be part of a team supporting the Firm's mission are key. Legal experience is a PLUS, but is not required.

Available positions include Data Entry Specialist, Medical Records Request Specialist, Medical Records Review Specialist, and Client Contact Specialist. All roles start at \$20/hr.

PREFERRED EXPERIENCE/SKILLS:

- *Customer service experience, excellent customer support focus*
- *Experience working with medical records (for the Request and Review roles)*
- *Experience handling a high volume of inbound/outbound calls (for Client Contact role)*
- *English/Spanish bilingual proficiency a PLUS for Client Contact role*
- *Experience in the legal field a super plus!*

For ALL of these roles, exceptional attention to detail, reliability, organizational skills, the ability to successfully meet deadlines, and excellent communication are essential.

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WORKING HOURS:

Data Entry, Medical Records Request and Review are all FT, M-F 8:30am-5pm or 9am-5:30pm.

Client Contact Specialist can be FT or PT.

- FT shifts can be M-F 9am-5:30pm, 2pm-10pm M-F, OR 2-10pm 4 weekdays (consistent week-to-week) AND Saturdays 9am-5pm.
- PT shifts can be Saturday ONLY 9am-5pm OR days/hours within the frames noted above, consistent week-to-week and not to exceed 29 hours/workweek.

*** Please include your desired shift(s) and position(s) with your submission ***

WORKING CONDITIONS:

Work is performed in a normal heated or air-conditioned office environment.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract. Motley Rice LLC is an Equal Opportunity Employer. We participate in e-verify.