

## ABOUT COGENCY GLOBAL INC.:

COGENCY GLOBAL INC. is a professional registered agent company that provides nationwide and international corporate, secured transactions, real property, court, agency and library services for all industries, including the nonprofit sector. Established in 1980, COGENCY GLOBAL is qualified to act as registered agent in all 50 states and the District of Columbia and provides statutory representation and process agent services for tens of thousands of companies across the country. The company also offers registered agent, corporate and secured transaction services in many other countries throughout the world. With full-service offices in key cities from coast to coast in the U.S. and offices in Hong Kong and the United Kingdom, COGENCY GLOBAL has become a global resource for its customers.



## TOGETHER, WE LIVE OUR CORE VALUES

**Integrity:** Doing the Right thing even when no one will know and walking the talk.

**Fairness:** We have an open-door policy with access to all including the CEO at any time in a friendly & collaborative environment.

**Fun:** We believe in a fun work environment & have many team events that support the 'fun' culture.

**No Layoff Policy:** We believe loyalty must go first from management to staff and we are proud of this unique policy.

## ...AND TO FURTHER SUPPORT OUR STAFF, WE OFFER:

- 35-hour work week
- Relaxed and Casual dress code for Summer months & Fridays
- Educational assistance program for all of our eligible staff members
- Continuous Learning is encouraged through our Quarterly New Hire Seminars & Knowledge Sharing sessions
- An Organization that gives back to Society – We offer Paid community service days to all our eligible staff members and NYC Headquarters participates in number of charity drives throughout the year
- A commitment to diversity & inclusion
- 401k up to 4% price match, Access to FSA, Pre-Tax Transit benefit
- 75% covered Medical Insurance & 50% covered Dental & Vision insurance

## CLIENT SERVICE SPECIALIST - BOSTON, MA

We are looking for a candidate with prior corporate and customer-service knowledge to join our team and experience the support, camaraderie and satisfaction that come from working with a family-oriented professional company. Applicants should have well-developed computer skills, show a strong proficiency in verbal and written communication, and be organized and detail oriented.

### RESPONSIBILITIES

- Communicating with clients directly.
- Responding promptly to client questions and concerns.
- Resolving any issues and assisting with requests.
- Processing client orders.
- Helping clients to use COGENCY GLOBAL's proprietary applications (training provided).
- Guiding clients through the process of working with state and local public offices.
- Working with public offices and commercial agents on the client's behalf.
- Reviewing legal documentation.
- Other duties as assigned.
- Physically submitting legal documentation to various State Agencies.

### RESPONSIBILITIES

- Bachelor's degree.
- Excellent customer-service skills.
- Ability to multitask effectively.
- Proficiency in Microsoft Office programs, especially Word, Excel and Outlook.
- Willingness to be a team player.
- Great written and verbal communication.
- Prior corporate knowledge and paralegal experience preferred.

### OTHER INFORMATION

**Shift:** Full Time, M-F, 9 AM-5 PM

**Benefits Offered:** 401K, Dental, Life, Medical, Vision

**TO APPLY SEND AN EMAIL TO: [CAREERS@COGENCYGLOBAL.COM](mailto:CAREERS@COGENCYGLOBAL.COM)**

\*\*Please include the position title and city in the subject line.\*\*