

Bilingual Client Service Associate (French/English)

About MDL Financial Group:

MDL Financial Group is a leading financial services company specializing in providing investment advice, wealth management solutions, and financial planning services to a diverse clientele. Our commitment to excellence and our passion for helping our clients achieve their financial goals have made us a respected leader in the industry.

Job Description:

We are looking for a bilingual Client Service Associate to join our dynamic team. In this role, you will be responsible for providing essential administrative support to our financial advisors and assisting in delivering exceptional services to our clients.

Responsibilities:

- Manage incoming and outgoing phone calls, providing top-notch customer service.
- Effectively handle administrative tasks such as document preparation, calendar management, and meeting coordination.
- Assist financial advisors in preparing presentations and reports for clients.
- Follow up on client inquiries and address their needs in a timely and professional manner.
- Maintain accurate and up-to-date client records in our customer relationship management system.

Required Qualifications:

- College degree or equivalent.
- Previous experience in a customer service role, preferably in the financial sector.
- Excellent written and verbal communication skills, in both French and English.
- Demonstrated ability to manage multiple tasks simultaneously and meet deadlines.
- Strong organizational skills and attention to detail.

Benefits:

- Competitive compensation and benefits.
- Opportunities for growth and professional development.
- Collaborative and inclusive work environment.
- Ongoing training and support for your success.

How to Apply:

If you are motivated and passionate about customer service, we encourage you to apply today by sending your CV and a cover letter to [contact email address]. Join our team and contribute to helping our clients achieve their financial goals while developing your own career at MDL Financial Group.

MDL Financial Group is an equal opportunity employer and values diversity within its team. All applications will be treated with confidentiality and respect.