WE'RE HIRING

Client Services Coordinator

JMT Advisory, Inc. | Russellville, Alabama

JOIN OUR TEAM

For more than 50 years, JMT Advisory has served individuals, families, and businesses throughout Northwest Alabama. We are looking for dependable team members who take pride in serving others, doing careful work, and contributing to a firm built on trust and lasting relationships. We are seeking a friendly, organized, and trustworthy individual to serve as a primary point of contact for our clients. This position is an important part of our daily operations and offers opportunities to grow into broader administrative responsibilities.

WHAT YOU'LL DO

- Welcome clients and assist with appointments, document drop-offs, and general inquiries.
- Answer telephone calls, schedule appointments, and coordinate client communications.
- Receive, organize, and track confidential client documents.
- Assist with correspondence, records, and general office administration.
- Help coordinate the flow of work between our Russellville and Muscle Shoals offices.
- Work alongside accounting and tax professionals to provide prompt, professional service.

WHAT WE VALUE

Above all, we value honesty, integrity, dependability, and good character. We seek someone friendly, organized, attentive to detail, comfortable using computers, and willing to learn. Professional communication and discretion with confidential information are essential.

EXPERIENCE & TRAINING

Experience in customer service, office administration, or a professional office is helpful but not required. We provide hands-on training in our procedures and software systems.

COMPENSATION & BENEFITS

- $10.00-$20.00 per hour, commensurate with experience and qualifications.
- Opportunities for training, growth, and expanded responsibilities.
- Work schedule and available employee benefits will be discussed during the hiring process.

HOW TO APPLY

Email your résumé and a brief introduction to Mark Tucker at mark@jmt.tax. Please include "Client Services Coordinator Application" in the subject line.

JMT Advisory, Inc. is an equal opportunity employer.