

**Title:** Client Reporting Specialist

**Pay:** TBD

**Skills Needed:**

- Highly organized
- Great communication
- Ability to hit deadlines precisely
- Analytical
- Efficient
- Can work with all personality types
- Patience

**Job Description:**

The Client Reporting Specialist will serve as an integral part of the development teams and will be responsible for creating, generating, maintaining and sending out all reports to our clients. This person will be the lead in creating & documenting reporting templates, processes and procedures utilizing Rank Ranger. This person will be responsible for working with the account managers to tailor the report to each of their current clients, setting up new clients within the software and taking old clients out. This person will send out all SEO reports via email each month & analyzing and alerting account managers when they see areas of concern. He/she will NOT be responsible for answering questions from the client directly (about the report details).