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# Example of Associate Client Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of associate client manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for associate client manager

* Accountability for delivering service related to data analytics
* Program Governance tracking
* Organization Communications
* Develop and maintain sources of legal competitive information providing prompt, complete reporting on promotions, pricing, sales trends, competitive company structure and policies
* Management of Services pricing and margins according to agreed targets
* Work with the Senior Client Services Manager and Client Service Managers to ensure effective teamwork across project team members both internally (ensure sufficient resources dedicated to project) and with external ancillary services (Accessioning, QC, QA, IT)
* Develops and maintains strong relationships with internal and external partners, including key distribution partners and producer groups
* Provides analysis, negotiations and decision making for the successful resolution of customer and/or producer disputes, including complaints involving complex systems, products and/or regulatory restrictions
* Demonstrates and maintains a working knowledge and understanding of products, regulatory rules, operational systems and procedures
* Coaches and provides timely feedback to team members as needed

## Qualifications for associate client manager

* Degree in translation or similar would be an advantage
* Demonstrated ability to effectively manage priorities effective time management
* Self-directed, highly motivated, and able to work independently work together as a team
* Bachelor's Degree or High School Diploma/ GED with 3+ years of experience in a client facing support role
* Must be able to travel up to 5% to client sites as requested
* Leadership or people management experience