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# Example of Associate Client Manager Job Description

Our company is hiring for an 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

* Gather spend data and requirements for in-scope categories for sourcing and potential savings (facilitate via SPOC)
* Facilitate standardisation of requirements, forming agreement on baseline costs and estimated savings before the start of any sourcing event
* Build relationships with stakeholders, and coordinating sourcing team members to deliver contracted savings and services for their specific categories
* Data management and metrics reporting related to Servicing activities (volume, timeliness, quality)
* Acts as primary liaison between client and FIS for assigned accounts
* Learns and demonstrates product and industry knowledge including various solutions, market strategies, and competitive intelligence
* Implements account coverage methodologies to effectively manage renewals of current FIS clients
* Prepares and submits Client Call notes after each client visit in EMS
* Delivering revenue targets, taking accountability for business planning and implementation
* Heavy usage of Salesforce.com to keep track of sales activities, leads and opportunities

## Qualifications for associate client manager

* Bachelors’ degree in quantitative discipline (business/finance/economics/mathematics) or equivalent
* Ability to manage numerous negotiations/vendor relationships simultaneously
* Advanced degrees or additional certifications such as Certified Purchasing Manager are a plus
* 3+ years’ experience in Client Customer Support and Operations that directly aligns with the specific responsibilities for this positon, including 1+ years of managerial, supervisory and/or demonstrated leadership experience
* Attends to clients’ research needs under direct supervision of the AMD Director / Business Unit Head (BUH)
* Services at least one of the top 10 clients/Key Accounts and at least two regular small revenue clients on his/her own under direct supervision of BUH