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# Example of Client Account Manager Job Description

Our company is growing rapidly and is hiring for a client account manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for client account manager

* Assisting in client content development and strategy recommendations
* Offering creative ideas for how our clients can leverage digital media to advance objectives
* Coordination of internal design, programming, and other resources to accomplish client objectives, social media monitoring and engagement
* Participate in new business planning
* Contacts client periodically to determine how relationship is working
* Work at Client location upon request as needed
* Consistently maintains contact and status information in the Inmar’s sales tracking database
* Represents Company at industry conferences, workshops, forums, when required
* Occasionally performs other duties as assigned
* Serve as the single point of contact for our key business units

## Qualifications for client account manager

* Strong customer service, time management, project management, and interpersonal skills
* Internet Digital/Advertising background
* Accountable for the services of a client portfolio of corporate clients
* Ability to manage large customer relationships and manage through conflict, driving groups to business decision
* French/English Bilingual is a plus (not required)
* Bachelor’s degree in Business, Accounting, Computer Sciences, Engineering, or relevant field or six years of applicable experience