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# Example of Client Associate Job Description

Our company is growing rapidly and is hiring for a client associate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for client associate

* Shape your own path as you work with the best brands and professionals in the industry
* Develop your skills in an innovative and IT environment
* Work in a flexible, team-oriented culture that’s truly Agile travel and expand your horizons
* 3-5 years of IT experience working directly with client
* Financial and advertising industries a plus
* Proved experience selling solutions or services
* A technical background is a plus as is prior experience managing development teams
* A team player, a record of developing strong personal relationships, great personal and presentation skills
* Autonomous and self-motivated individual that is results-oriented and with good business experience
* Assisting the Client Energy Manager with delivery of materials and presentations to enterprise level clients

## Qualifications for client associate

* Energy commodity sales, risk management, and/or Demand Side Management (DSM) experience a plus
* Must be able to work in a fast paced professional environment with heavy phone-based customer interaction
* Must be able to work in a team and support multiple Advisors in multiple locations
* Must be able to sit for long periods of time assisting customers on the phone and while executing, updating, and validating computer applications and data
* Must be able to stoop, kneel, and lift 10-20 lbs
* Licensed NYS Health/Life Agent