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# Example of Client Delivery Job Description

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

## Responsibilities for client delivery

* Support the take on of new business into the team for existing clients serviced and new business
* Attend workshops, to understand the details of new projects and the impact to the OCM team
* Work with line-management on the rollout of services to new clients and to ensure the smooth transition of additional centralised functions
* Work with line-management on the rollout of adhoc projects like fund migration
* Provide feedback to line-management including work in progress and any developments or trends
* Ensure the processes are descripted in procedures and those are up to date
* Ensure staff receive required training and are familiar with relevant processes and controls as per agreed SLA´s
* Plan and implement regular cross training within the area to ensure minimal dependency on individual team members
* Ensure the appropriate testing for new projects is carried out to ensure the minimal impact to the team
* Ensure client, audit, compliance and management queries are highlighted, thoroughly investigated and responded to in a timely manner

## Qualifications for client delivery

* Previous lead roles in programme or major project management with a high emphasis on test and quality
* Broad knowledge of the Quality and Testing Services market
* Previous commercial experience in a professional services engagement framework
* Sales support skills, including previous experience of pre-sales situations (presentations services engagements
* Ability to present succinct summaries by analysing central delivery databases
* Ability to multi-task and prioritise across multiple clients and activities