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# Example of Client Delivery Job Description

Our growing company is searching for experienced candidates for the position of client delivery. 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 delivery

* Promotes positive relationships and strong partnerships for the benefit of the organization
* Proactive insight to identify opportunities to create efficiencies, add value and expand support provided
* Responsible for overall P&L including forecasts
* Responsible for ensuring all accounts meet SLAs and customer satisfaction targets
* Will manage a combined portfolio of up to million in revenue
* Keep up to date on new/innovative methodologies needed to support Clients
* Manage expenses including maximization of recruiter productivity by assigning full work load to ensure sufficient billable hires
* Validate that all contract schedules are signed updated & maintained in contract centralized location
* Familiar with contract schedules & contractual terms with the ability to execute against them
* Assure that assigned areas of responsibilities are performed within contract targets to achieve revenues and control expenditures

## Qualifications for client delivery

* Ensure services are billed and collected within contract terms
* Responsible for overall account compliance to EEO & Diversity standards
* Set specific account guidelines and policies as required
* Ensure adherence to corporate guidelines and policies
* Ensure team members conform to client and RSR processes and quality procedures as defined
* Define, manage, and lead special projects necessary to enhance our service offering to existing and anticipated clients