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# Example of Client Relations Job Description

Our growing company is looking to fill the role of client relations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for client relations

* Strategically grow and expand business with existing clients
* Maintenance of systems including CMS, CSS to ensure publisher requirements are recorded and actioned accurately
* To be responsible for your own Health and Safety and be aware of factors affecting your colleagues in order to maintain a safe environment
* May be required to accompany Account Managers to publisher meetings
* Any other duties as required in line by managers from time to time, and commensurate with role and responsibilities
* Manage client relationships within top cable, satellite and telco distributors in the US and Canada
* Establish work priorities, plan projects, and ensure timelines are met individually other associates
* Implements customer performance scorecards for GHSC-PSM’s clients, measuring order lead time and responsiveness
* Openly share information and experiences to aid in the success of others
* Provide and/or prepare input to meaningful and constructive performance reviews

## Qualifications for client relations

* None, other than the ability to perform the job duties above and fulfill travel requirements below
* Administer post-sale report production on automated platforms, create presentation materials manually for non-standard requests
* Bachelors Degree preferably in Life Sciences, Business, IT or a minimum of 5 years of pharmaceutical industry experience with a minimum of 3 – 5 years of project management experience
* Or possibly CRF Health experience for a minimum of five years
* Has a sense of urgency and seeks to resolve matters swiftly wihtout comprising quality
* Ability to motivate and influence others towards common goals and productivity