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# Example of Client Service Executive Job Description

Our company is looking for a client service executive. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for client service executive

* Develop comprehensive knowledge of all products
* Consulting clients about project requirements and document the business objectives
* Supporting manager to develop project related materials designing research methods, interviews and questionnaires
* Carrying out qualitative or quantitative research
* Authoring reports containing actionable recommendations within agreed timelines and budgets
* Monitoring work progress, writing reports, including client recommendations
* Participate in internal piloting
* Take responsibility for maintaining project in line with quality standards
* Monitoring project fieldwork and schedule, including managing/liaising with suppliers
* Participating in costing processes, assist to prepare accurate costs and check quotation

## Qualifications for client service executive

* Working knowledge​ in the field of statistics and market research or media data analysis and expert in media research & planning
* Team player able to work unassisted with a flexible approach to assisting with workload within the department
* Or data analysis
* Some knowledge of and interest in the TV and advertising market and TV-research
* Comfortable with working with new research tools
* Comfortable being hands-on and with a can-do attitude