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# Example of Client Service Executive Job Description

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

## Responsibilities for client service executive

* Providing support to the team across all aspects of project management ensuring effective time, budget and quality standards are met
* Performs account planning including understanding account values, vision, and measures of success
* At least a bachelor's degree (Media Study, Business, Marketing or Statistics backgrounds are preferred)
* Working knowledge of TV audience management and ideally in the field of Return Path Data
* Presentable and able to communicate well with others both technically and non-technically
* Mobility and flexibility in responding to client issues
* A strong command of written and spoken English
* Willing to go the extra mile in order to maintain client satisfaction
* Ensuring quality delivery and support of all services to assigned clients and/or channels operating primarily in the investment services and financial institution market
* Managing and developing operational and strategic relationships for their assigned accounts

## Qualifications for client service executive

* Media buying experience preferred
* Fluent English and Arabic speaking
* Experience of client handling clients and new business in both financial advisory and investment management sector, preferably private client
* Strong domain breadth and expertise (health care, revenue cycle, finance )
* Fluency in Portuguese is required for this role, verbal and written
* Minimum of two years proven and progressive private banking or equivalent