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# Example of Client Service Executive Job Description

Our company is growing rapidly and is hiring for a client service executive. 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 service executive

* Managing key account or channel relationships and strategic initiatives as primary point-of-contact
* Mastering and maintaining vast knowledge of client's business, competition, and latest industry news and trends
* Assisting in corporate/organizational strategy development
* Leading day-to-day management and optimization of client initiatives and long-term strategy
* Proactively finding new ways to build the client business and organically grow accounts
* Proficiency in organizational revenue forecasting and client budgets and billing process for accuracy and timeliness
* Understanding client needs and requirements to uncover additional opportunities for potential growth in organic revenue and act proactively on each
* University degree in Marketing or other related fields preferred Post Graduate or MBA
* Good organizational skills, flexibility and ability to work under pressure
* Self-motivated individuals, with solution-oriented mindset

## Qualifications for client service executive

* Maintain regular client contact by telephone personal visits where required with the aim to improve client service and satisfaction and continue to build the Mellon brand and image
* Advise Client Service Team, if needed, in resolving routine client concerns
* Provide necessary business information to enhance the team’s professional development
* Bachelor's degree, preferably in Quantitative Science or equivalent
* Knowledge of database principles, design and implementation
* Client service experience, preferably in market research, would be an advantage