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# Example of Client Services Executive Job Description

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

## Responsibilities for client services executive

* Develop creative customized proposals to meet clients’ brief
* Assist the Sales team and act as the key point of contact on all day to day activities relating to servicing the accounts
* Coordinate and manage all aspects of contractual deliverables from pitching to implementation stage
* Contracts, billings, cost of sale
* Sponsorship/spot buy media placement and planning
* Tracking of all sponsorship/advertising campaign elements
* Coordinate the deliverables for all on air and online creative materials
* Execution of on ground events and marcom activities
* Oversee all operational components of clients’ sponsorship components including on air elements, digital media, marketing/promotional materials, invoicing, use of logos, cost of sales
* Work with Research team to create post campaign reports and case studies

## Qualifications for client services executive

* Experience in the Commercial real estate sector or a related professional services industry is preferred
* Demonstrated ability to work under pressure and to adhere to deadlines
* Prepare marketing materials and related PowerPoint presentations
* Must have a basic understanding of the Company s products and services industry and market conditions
* 10+ years’ experience in salesin a VAR, MSP, and Distributor sales role ideally
* Proven success of making quota