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# Example of Client Services Executive Job Description

Our company is looking to fill the role of client services executive. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for client services executive

* Act as point-of-contact and liaison with marketing and other internal departments to coordinate the completion of marketing materials, financial packages, and other client-specific information
* Collaborate and coordinate with multiple parties throughout the negotiation/deal process
* Direct phone traffic and incoming correspondence
* Draft, proofread and edit reports, presentations written materials
* Oversee schedules, calendars, to include coordinating complex offsite tours
* Assess office processes for efficiency and make necessary recommendations
* Track and stay fully updated on all deals, pursuits and tasks
* Knowledge of the client – providing the team with insights into the client’s business issues, corporate culture, organization, and competitive landscape, our engagement history
* Write internal communication documents – creative briefs, scopes of work, data briefs along with client meeting minutes, project status reports and timing plans
* Build and execute nurture tracks in our CRM platform along with scheduled bespoke email broadcasts

## Qualifications for client services executive

* Top-notch relationship skills – a true “people person”
* Exceptional negotiation and prioritization skills
* Mastery of marketing communications
* Must be a passionate, results oriented person who wants to make a difference
* Strong sense of verbal/visual expression along with experience with a variety of creative output
* 2+ years in product management on client side (medical devices, pharma, biotech)