



Example of Assistant Relationship Manager Job Description

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Our growing company is hiring for an assistant relationship manager. 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 assistant relationship manager

- Gather and analyze KYC information independently
- Follow up closely with customers on submission of financials for timely preparation of analysis
- Coach / develop clerical to facilitate better utilization of resources
- Executes modifications on forms and communication memos as needed
- Responds to general enquiries from clients and counsel relating to the administration of their Corporate Action
- Interface as the lead CRM point person dedicated to the Chevrolet Sales, Service and Marketing teams
- Cover new buying centers in an existing account for New Deal Generation
- Close large outsourcing engagements with EVP and C-level buyers
- Work closely with the presales, practices and delivery organizations to develop and deliver impactful proposals focused on solving client's business problems
- Develop a client centric culture and cohesive teaming environment with delivery teams

Qualifications for assistant relationship manager

- Applicants must be willing to work in Jakarta
- Contract and Temporary position available

- Previous exposure to the mass affluent market
- Manage and maintain all the required management information for the programme (Master Tracker database)