



Example of Associate Client Manager Job Description

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

Responsibilities for associate client manager

- Monitor and resolve exceptions including reconciliation breaks promptly
- Performs oversight on hub service providers
- Stays abreast of changes in securities markets and ensures market / client updates are sent to clients within the stipulated timeframe
- Identifies service efficiency enhancements and process improvement opportunities, contributing to / drives the implementation of such initiatives
- Strong understanding of risks and ensures adequate controls are in place to protect the Bank's interest
- Facilitates the completion of procedures, SLA review, service reviews with service providers and due diligence with clients
- Carries out any other assignments and provides back-up within the team which may include asset servicing, client onboarding and cash management activities
- ..for all identified targets which outlines a series of proactive action items that will facilitate the closing of the clients into the relevant product or strategy
- Communicate project information to stakeholders, design templates, create presentations, review and edit project deliverables and maintain the project information repository
- Client services associate project managers help resolve project conflicts, identify resource requirements and align the project team on project scope

Qualifications for associate client manager

- Provides feedback to clients on the progress of projects

- The ability to learn and have good understanding of FIS products and services
- Requires negotiation and communication skills, both written and verbal
- End to End Lease Admin domain knowledge across commercial retail portfolio including Lease set up, monthly billing, percentage rent billing, late fee billing - - Deep industry knowledge in CAM Audit, Rent Roll Variance, Occupancy Reconciliation Knowledge on commercial real estate ERPs like JDE, MRI, Yardi, CTI
- Implementation of Data Migration projects