



# Example of Client Development Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of client development. 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 development

- Generate and maintain lists and reports as needed
- Create and maintain spreadsheets client groups in the client system
- Data input and client profile maintenance
- Client profile research via the web and other media
- Take notes at client meetings in support of Client Developers and follow up with appropriate parties
- Support key auctions as appropriate with pre sale activity and events, bid spotting during Global evening sales and post-sale follow up
- For certain events, invitation list building, organizing and tracking KCM notices and organizing and maintaining seating charts
- Coordinate with other Administrators and with any floaters in the department as necessary
- General support duties such as ordering of supplies, organizing of files
- Engage in client development activities

## Qualifications for client development

- Minimum of 5 – 8 years' experience in solution based sales
- Successful completion of a sales or solution based selling training programs preferred
- A growing, established and stable privately owned firm
- An amazing team of colleagues with whom you want to spend 8-hours a day,

- A minimum of 5-years' experience selling in the energy management services industry to industrial and/or commercial clients
- Bachelors degree or equivalent with previous sales related experience preferred