



Example of Client Management Job Description

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Our innovative and growing company is hiring for a client management. 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 management

- QAR-Review quality of KYCS reviews and report errors
- Reconcile client data between CMS and SIMBA
- Work closely with the Operations and Settlements teams to ensure all teams are cross skilled and appropriate resources are available when required
- Manage the daily/weekly/monthly reporting requirements for the department
- Build upon the use of Lean Techniques within the department and encourage staff participation
- Provide training sessions
- The ability to think strategically and identify operational risk issues
- Support senior team members in operational projects highly relevant for the CPM area and the senior management agenda
- Participate actively in the preparation of business cases and presentations while working closely with colleagues within other teams in CPM and C&M
- Be able to expand your network, knowledge and skills that will open doors to a wide range of future career options and opportunities

Qualifications for client management

- Effective interpersonal skills and the ability to handle conflict and manage expectations
- Excellent inter-personal skills and the ability to handle conflict and manage expectations

boarding perspective

- Monitoring constantly deal risk and performance in terms of invoices analysis, past due/
- Master Degree in Economics, Engineering (or similar)
- Providing coaching, development and support for team members