



# Example of Client Management Job Description

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Our company is looking 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

- Financial Services Industry acumen - specifically in investment services and retail banking
- Will be responsible to increase the billing portfolio assigned by detecting opportunities and needs of corporate clients
- Collaborate with and leverage industry groups and associations to grow AXP presence in the Oil & Convenience industry
- Ability to work in a fast pace environment with consistently changing priorities and conflicting demands while successfully maintaining agreed upon SLA's and client satisfaction
- Create, manage and update documentation for manufacturing builds and rework production orders
- Act as the client's primary point of contact with the ability to successfully articulate operational and business processes with minimal support
- Manage client change requests (ECO's) to bills of materials (BOMS's)
- Host and manage daily/weekly/monthly client facing conference calls
- Provide required daily/weekly/monthly reports to the client within SLA's
- Work with the client and internal departments to ensure defective material is processed in a timely manner

## Qualifications for client management

- Support submission and/or amendment of documentation requests for

- Support US and Global projects designed to support and advance the Global Group Affiliate Relationship management strategy and priorities as needed on an ad hoc basis, such as Global CV upload of Group Affiliates
- Bachelor's or Master's degree in Finance or Computer Science
- Native Mandarin & Fluency in English a must, additional languages advantageous
- A self starter who has the ability to function with minimal supervision and works well independently within the broader team
- Strong management and leadership skills - minimum of 2 years of supervisory experience