Example of Client Services Executive Job Description

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Our company is growing rapidly and is hiring for a client services executive. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for client services executive

- Own "A level" clients' day to day interactions
- Develop new methodologies and work practices that improve the agency's and client's performance and profitability
- Possess a superior understanding of client business issues, industry, competitors and brands and use these insights to help clients articulate their needs and the agency to propose groundbreaking solutions
- Co-orchestrate communications and messaging with other department heads on agency-wide business efforts and identify organic growth opportunities
- Consider all financial implications of business decisions and choose solutions that grow the agency's bottom line
- Monitor and improve the financial health of accounts including growth, profitability and delivery against forecasts
- Create a compelling vision that inspires passion and excitement on the team, particularly as it relates to building repeat business, client goals and process management
- Seek out and hire the best talent that raises the bar on process management, business challenge identification, service-orientation, creativity, quality and profitability
- Display exceptional and consistent leadership qualities both departmentally and cross-functionally
- 15+ years industry experience in a leadership role

Qualifications for client services executive

- Channel management with channel sales experience thereafter, as an individual contributor
- Demonstrated Solution sales experience, then software and services and then hardware sales experience
- Outgoing and able to work within deadlines and multi-task
- Prior experience in television and or the Media/Entertainment industry a must
- Candidate must possess at least a higher secondary/Pre-U/A level/College, Diploma, Advanced/Higher/Graduate Diploma, Bachelor's Degree, Post Graduate Diploma, Professional Degree, Advertising/Media, Business Studies/Administration/Management, Marketing, Commerce or equivalent
- Preferably Executive/Senior Executive specializing in Advertising/Media Planning or equivalent