



Example of Internal Client Services Job Description

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Our company is searching for experienced candidates for the position of internal client services. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for internal client services

- Ensuring the safe and efficient maintenance of the building and all associated equipment
- Working closely with trusted suppliers supporting the Cambridge office
- Deliver monthly management information for all areas of operations in line with KPI's and SLA's
- Checking monthly financial reporting, noting any discrepancies and monitoring costs against budget
- Taking ownership of Health and Safety compliance for the office
- Corresponding with Landlord agencies on building and repair issues
- Attending required Landlord Tenant's meetings
- Working with the wider delivery team to ensure a consistent approach to training
- Liaising with key stakeholders to identify, scope, develop and deliver training meeting their requirements
- Focussing on delivering a blended learning solution where possible and appropriate

Qualifications for internal client services

- Working closely with other disciplines (UX, Design, Engineering, QA)
- Having a solid understanding of cross-browser/platform issues and code solutions
- 2+ years of experience building modern apps/sites in a professional

- At least one year of experience with server-side scripting languages (PHP, Python, Ruby)
- Comfortable with version control