

Role Name: Client Servicing Executive

Roles and Responsibilities:

- To develop strong relationships with existing clients and develop other opportunities across our range of services
- Responsible of the client management for continuous business relationship for repeat businesses
- Converting enquires from new and existing clients in to business.
- Actively prospecting, arranging appointments, negotiating, closing and executing the project flawless.
- Client Visits / Appointment management / Follow-up/ Presentations
- To develop strong relationships with existing clients and develop other opportunities across our range of services.
- Responsible for the project conceptualization, planning and execution and crisis management
- Control project cost and ensure adherence to timelines
- Onsite event management for the clients as and when required
- Ensure all activities follow the working processes of other teams / vendors
- Track and manage PO and billing/invoicing of monthly event expenses

Experience Required: 4 to 7 Years of relevant experience

Key Competencies and Skills:

- Strong Sales management and project management skills
- A high level of organizational skills and the ability to plan, think, act and evaluate situations, whether they be opportunities or problems
- Forward-thinking with the ability to think creatively and logically
- Common sense approach, maturity and enthusiasm
- Proficient in written and spoken English, some regional languages

Academic Qualifications:

- Preferably Master's Degree in Sales/Marketing