

Position Title : **Client Service Executive**

Job Location: **Bangalore**

**Job Description:**

- Interacting with clients at a variety of levels and across functions.
- Oversee ongoing work and new assignments on a day-to-day basis.
- Understand clients' business and challenges and provide strategic direction for their digital needs.
- Maintain high level of professionalism and competence in every client interaction.
- Should be a team player and have the ability to make successful pitches  
Manage & Grow Key Accounts of the agency.
- Able to prioritize effectively with proven skills in meeting deadlines.
- Focus on teamwork and ability to manage relationships across multiple departments
- Developing and managing clients within the team.
- Understand clients' business and challenges and provide strategic direction for their digital needs
- Build positive and productive relationships with clients.
- Provide client support services in accurate and timely fashion.  
Maintain high level of professionalism and competence in every client interaction.  
Build positive and productive relationships with clients.
- Communicate digital design briefs effectively to internal design/development teams.  
Manage designated projects/campaigns on a day-to-day basis ensuring that approved design and technical solutions are executed to the highest levels of quality, within designated timelines.
- Identify, prospect new clients and opportunities
- Involvement in the campaign building process for selected set of clients (FMCG/IT/Services)
- Responsibility for all aspects of delivery i.e. market analysis, problem solving, strategic planning and account management.
- Act as SPOC for the client and interacting with clients at a variety of levels and across functions.
- Focus on teamwork and ability to manage relationships across multiple departments.
- Results oriented with great attention to detail.