

Client Relationship Manager

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Company: Eileen Richards Recruitment

Location: Loughborough

Category: other-general

Client Relationship Manager

Loughborough

£23,000 p.a.

- * Do you have an accounting or business degree looking for your next step in your career?
- * Do you display a confident and charismatic demeanour that enables you to build effective relationships quickly?
- * Are you looking for a company that wants to provide you with development opportunities and support your growth?

The Company:

ER Recruitment are excited to be working with our client, a thriving, multi-award-winning construction firm based in Loughborough.

The successful candidate will bring a positive and proactive attitude while being able to have an eye for detail and be highly organised.

Role & Responsibilities of the Client Relationship Manager:

- * Prepare documentation for client meetings on behalf of the Directors.

- * Working closely with the Director's shadowing them in meetings, taking notes.
- * Being able to speak to clients confidently and managing expectations to deliver a high level of service to clients.
- * Supporting on financial documents and reporting for the business.
- * Ensure transactional tasks are completed in line with tight deadlines
- * Manage queries and processes for the company, and also to assist with the implementation of new processes.
- * Ad hoc reports as required.

About You as the Client Relationship Manager:

- * Genuine interest in all aspects of construction industry and finances.
- * Excellent literacy and numeracy skills – ideally with an accounting or business degree.
- * A customer-oriented attitude with a confident manner and an ability to communicate with stakeholders at all levels.
- * Proficient in MS Office and other basic IT skills.
- * Problem-solving aptitude
- * Commitment to joining a progressive business who want to promote your development.

Please note by applying for this role you give consent for ER Recruitment to retain your CV for up to 24 months for the purposes of assisting you to find your next role unless you notify us otherwise.

While we aim to get back to all applicants, if you do not receive a response within 7 working days then unfortunately your application has been unsuccessful on this occasion.

We are here to help with your career so please send a copy of your CV to us. If you know of anyone else who is looking for their next opportunity, please feel free to refer them to us or pass on our details.

We look forward to hearing from you

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