



Job Description

Job title: Client Solutions Coordinator/ Jr. Client Solutions - Technical

Division/Department: Client Solutions

Reports to: Head of Client Solutions

Full-time

Part-time

Off-Site

On-Site

Work Responsibilities:

- Work in a timely manner to deliver a specific deliverable for internal & external clients
- Able to articulate & understand client's needs and be able to iterate/translate them into actionable points for internal teams
- Able to learn concepts quickly whether individually or collectively within internal team
- Able to communicate in professional & effective manner internally as well as to external clients
- Create presentations to inform potential (in the form of pitching ppt) or existing clients (in the form of reports)
- Plan, direct and coordinate activities of designated projects
- Ensure proper kick-off of project and all projects are in line with schedule
- Contribute in RFP Proposal responses, highlighting the fitment of technical or advisory solution through balanced articulation of technical and business aspects, and the tangible benefits that can be realized by adopting the proposed approach
- Becoming the hub between internal teams

Leadership Responsibilities:

- Commits to spending daily time in personal development and growth

Qualifications and Requirements:

Software & Skills

- Advanced Word, Excel, and Powerpoint skills required
- Google Analytics or Adobe Analytics required
- Skills & experience in proposal development through RFP responses and proactive proposals
- Leadership experiences
- Open to any suggestions or feedback from team
- Willing to work under pressure and tight schedule

Character

- Ability to work with minimal supervision and keep supervisors informed
- Ability to work well in both individual and team environment
- Ability to communicate in clear and concise terms
- Ability to develop clear, unique and precise data analyses
- Ability to be proactive when given tasks

Print Employee Name:

Employee signature:

Date: