



## Client Relationship Manager

Since 2003, Clark Schaefer Consulting has been providing superior consulting services to the largest public and private companies within our business communities. During those years, we have established a reputation for delivering outstanding value-added services for a reasonable rate. Integrity, quality, respect, and innovation are core standards that we deliver to our clients, and therefore are traits we require in our staff. As a regionally based Firm, we offer an ideal life-work balance for those who enjoy client service roles but prefer to avoid the extensive travel and time requirements of the national firms. As a Client Relationship Manager, you will utilize your excellent communication and strategic planning skills to lead a team of professionals and ensure dynamic growth in the Columbus marketplace.

### **Primary Responsibilities:**

Establish and execute a relationship strategy with prospects and clients that ensures the financial success of our local office while further developing our presence in the marketplace

- Facilitate the research of target companies, key decision makers, and industry trends to maintain and further develop our approach to selling within the market.
- Help develop, collect, and manage the office's sales reporting information regarding weekly call activity, identified opportunities, proposals, forecasted sales, and other related information.
- Perform analysis and help develop the local office's strategies for effective client relationship development efforts.
- Effectively work as part of our Client Development Team:
  - Promote a positive and motivational team mindset.
  - Participate in weekly meetings to facilitate a clear vision, establish goals, and monitor progress.
  - Provide assistant to team members as required to further advance client development efforts.
- Participate in weekly relationship building meetings with existing and potential clients:
  - Establish rapport of mutual trust and respect.
  - Identify needs and effectively communicate the Firm's value.
  - Operate as the Firm's "ambassador" to the community identifying and connecting with the proper individuals within prospective companies who might purchase our services.
- Consistently represent the Firm in a professional and courteous manner, acting with integrity at all times when interacting with members of the business community.

### **Education, Skills and Experience:**

- Bachelor's degree in business or related field
- Overall positive attitude and approach with ability to self-motivate to maintain this mindset
- Proficient analytical and presentation skills, including excellent written and spoken communications
- Exceptional organizational aptitude, with ability to quickly and efficiently shift focus and multi-task
- Motivational and persuasive personality with a team-oriented mindset
- Strong desire to pursue professional and personal growth opportunities
- Business-to-business/consultation experience with professional services
- General computer proficiency with Outlook/Exchange, Microsoft Word, Excel, and PowerPoint, Salesforce CRM software, and internet research skills.

**To Apply:** Please e-mail your resume, cover letter and salary history to [recruiting@clarkschaefer.com](mailto:recruiting@clarkschaefer.com). For more information concerning our Firm and services, please visit [www.clarkschaefer.com](http://www.clarkschaefer.com).

**EOE/M/F/D/V.** Please note that unsolicited resumes or candidate submittals from third party recruiting firms will not be reviewed or accepted.