



## Client Services Manager

StrategicSource, a leading provider of spend management services is growing! Because of new client additions we are searching for experienced Client Services Managers to join our team.

StrategicSource helps clients reduce costs, save time, and improve profitability through the effective management of services and supplies. With over 20 years of experience, we generate measurable and auditable results that help our clients become more profitable and efficient.

### **The Client Services Manager will be responsible for the following:**

- Work with client to finalize the workplan
- Set up and maintain a regular bi-weekly communication plan with client/influencers
- Responsible for the initiation of all category projects
- Obtain all relevant category information to support the project
- Maintain all tracking documents on a weekly basis with updates to the client
- Coordinate the presentation of all new projects
- Coordinate the implementation of all categories
- Initiate and coordinate the development and presentation of supplier audits
- Provide monthly client updates via e-mail to all client constituents
- Provide client with new ideas - category options as they become available
- Develop a strong relationship with clients to ensure all commitments are met or exceeded
- Other duties as assigned

### **Qualifications**

- BA/BS Business Degree, CPA designation desirable
- 5-7 Years of Client Management - Account Management Experience
- Well-developed written and verbal communication skills
- Demonstrated ability to develop and maintain strong client relationships
- Well-developed organizational and project management skills
- Honorably discharged Veterans are encouraged to apply

### **Compensation and Benefits**

- Competitive compensation plan with bonus opportunities
- Health and Dental benefits
- Paid time off (PTO) & Holidays
- Life Insurance and Disability options
- Work from home potential
- 401K plan with company match & Profit sharing

If you meet the qualifications listed above, and are an enthusiastic client advocate, a team player who is well organized and likes to help clients achieve new profits and efficiencies, we want to hear from you today!