

Job Description – Client Services Executive

Email	Email your CV at careers@spectreco.com
Job Title	Client Services Executive
Job Location	M. M. Alam Road, Gulberg, Lahore
Vacancies	02
Responsibilities	As a Client Services Executive, you will be: • Supporting sales team and clients throughout the sales process • Working with the sales team to determine solutions to customers' challenges and supporting the sales team to prepare proposals for the clients. • Working with research and data teams to develop presentations, training, consultation and sales support services for the sales team and clients. • Developing project plans in consultation with stakeholders, including clients and staff • Outlining the human and material resources required to successfully complete each client project. • Evaluating each project's effectiveness by consulting with clients, consumers, and staff • Reporting on each project's performance • Consulting with research and data teams to build customized proposals and sales presentations for clients
Requirements	• Experience in managing large-scale B2B sales and delivery processes involving multiple stakeholders. • Technology implementation and consulting experience will be preferred. • In-depth understanding of latest CRM, project management methods and tools • Demonstrable ability to build creative, impactful customer presentations. • Advanced level proficiency in MS Office (PowerPoint, Excel, Word)
Education	Bachelor's degree in business management or a technical field
Experience	2-4 years of experience in B2B sales
Language	Excellent command over written and verbal English
Working Hours	Full time, on-site