



**IMMEDIATE OPENING for
Client Service Manager**

Position Specifications

ABOUT SPI

Strategic Partnerships, Inc. (SPI) is a full-service research and consulting firm based in Austin, Texas. SPI specializes in government procurement consulting, governmental affairs services and customized research in addition to other services. SPI is recognized as a pioneer in the business of partnering public and private entities for commercial purposes.

SPI's Consulting Division has account teams that work with a wide variety of private sector clients to develop win strategies and establish competitive advantages for clients to approach the public sector with products and services. SPI also has a dedicated Information Services (IS) Division that researches governmental entities and analyzes data for future and current business opportunities.

To learn more about SPI, please visit our main website at www.spartnerships.com

JOB SUMMARY AND RESPONSIBILITIES

The **Client Service Manager** is primarily responsible for assisting client account teams and the Executive Management team with key project and administrative tasks necessary to achieve client success. The company has a number of client service managers and these individuals support various client teams. Success in this position can lead to advancement within the company. This position is scheduled to be filled immediately. The following types of activities are consistent with being an integral and valued member of the SPI Consulting team:

- Be the point person for communication with SPI clients regarding projects/tasks, meetings, opportunities, etc.
- Assist in the preparation of client materials (ex. agendas, background documents, notebooks materials, monthly reports) as well as the maintenance of client tracking documents
- Assist with scheduling meetings with or on behalf of clients
- Perform general research and information gathering
- Communicate in a proactive and professional manner with clients
- Disseminate information to Consulting teams
- Manage account team activities to ensure quality

SKILLS AND EDUCATIONAL REQUIREMENTS

- Degree from accredited college or university
- Ability to work in a fast-paced environment
- 1-3 years work experience (no recent graduates need apply)
- Ability to juggle diverse projects with multiple deadlines
- Ability to work independently and be self-motivated
- Ability to prioritize time and resources based on needs of clients and internal staff
- Strong computer and information gathering skills
- Good organizational, communication and writing skills
- Ability to interact positively with peers, employees and clients
- Proficient in Microsoft Word and Outlook
- General knowledge of government
- Self confidence and poise

LOCATION

Austin, Texas

HOW TO APPLY

Please e-mail a brief cover letter describing your interest in the position and your resume to Richard Hartmann.