

## Cherith Simmons Learning and Development

135-137 Station Road,  
Addlestone  
Surrey,  
KT15 2AT

12 months Client Services Manager/Marketing Executive placement

£15,200 reviewed quarterly subject to performance

### Job overview

We are looking for a driven Client Service Manager/ Marketing Executive to provide excellent customer service and to promote this value throughout the organisation. The goal is to maintain the efficiency and profitability of the company, by increasing customer satisfaction, loyalty and retention to meet their expectations. You will also be expected to reach out to the market and cultivate the customer's interest in our products and services in ways that strengthen our reputation and facilitate our continuous growth.

It is the perfect chance to jump start your marketing career!

The ideal candidate will be passionate about the "art" of marketing and will have an abundance of ideas for building efficient strategies. They must be able to use bring forth a strong arsenal of techniques and methods to promote our products, services and public image.

The successful candidate will have the opportunity to complete the ILM Level 5 award in Leadership and Management.

**In your role as Client Services Manager role, you will be expected to-**

- Promote contact and manage relationships between the company, its clients, programme participants alumni and suppliers
- Provide administrative support for the development of training programmes and their delivery
- Manage training events
- Communicate progress, participate in company meetings, take minutes and action objectives from meetings

**In your role as a marketing Executive you will be expected to-**

- Update sales material (brochures, magazine adverts, programme outlines etc.)
- Manage social media presence (Facebook, twitter, LinkedIn)
- Ensuring the website is up to date and working efficiently
- Lead generation of interest from students through (telemarketing, inbound enquiries, email campaigns, text campaigns)
- Run weekly sales meetings

**The ideal candidate will-**

- Be proficient in English (both spoken and written)
- Have working knowledge of customer service software, databases and tools
- Have the ability to think strategically and to lead
- Have strong client-facing and communication skills
- Have advanced troubleshooting and multi-tasking skills
- Have customer service orientation
- Be assertive but compassionate
- Have relevant IT skills (word, excel and PowerPoint)

**Benefits to the candidate-**

- Full training given
- Fantastic chance to gain real world work experience over a wide range of marketing and client facing actions
- Be given real responsibility for clients and participants
- Opportunity to complete an ILM Level 5 award in Leadership and Management

**Please send your CV to: [rohan.jhangiani@cherithsimmons.co.uk](mailto:rohan.jhangiani@cherithsimmons.co.uk) with the subject line 'Client Services Manager and Marketing executive placement'. Please include a cover letter. Alternatively, please call the offices on 01932856565 to discuss your application further.**