

Write a CV and covering letter in reply to the following job advertisement:

Our client, a large international company is currently looking to recruit a  
**Graduate Client Relationship Account Executive**  
for their offices in London

The candidate will be responsible for the client management and training of a portfolio of clients across UK & EMEA. The role also provides an ideal opportunity for individuals wishing to develop their client management skills.

Key responsibilities:

- Managing an existing client base whilst ensuring these clients renew their subscriptions
- To develop and cultivate relationships at the highest levels within these accounts
- To identify and deliver increased revenue, excellent service levels and potential new sales opportunities.
- To provide training and guidance to the client base, through one-on-one meetings, large scale presentations and telephone calls.
- A reasonable amount of travel is involved, as clients are based across Europe
- Full training will be provided

An ideal candidate will be self-motivated and enjoy an environment in which an enthusiastic attitude is a must. A very strong candidate would have the following attributes:

- outgoing personality
- an interest in the Mergers & Acquisition and Private Equity industry
- previous account management and/or group presentation experience
- educated to degree level
- highly motivated with strong organizational skills
- fluent in any European language and English

Salary: £26k, plus bonus of £8-10k

Origin Multilingual

from: [https://www.totaljobs.com/job/client-relationship-executive/origin-multilingual-job74321083?WT.mc\\_id=A\\_RE\\_IDPPC\\_MP1\\_SL\\_14](https://www.totaljobs.com/job/client-relationship-executive/origin-multilingual-job74321083?WT.mc_id=A_RE_IDPPC_MP1_SL_14)