**Client Services & Account Management Coordinator**

Proteus Enterprises Pty Ltd

Brisbane - CBD & Inner Suburbs

$75k + superannuation

Full Time

Share

Proteus Leadership is one of Australia’s premier providers of Leadership Training and Development. Operating nationally across Australia, Proteus has one powerful objective and that is to ***Create GREAT Leaders.***

Currently we are looking for an experienced Client Services & Account Management Coordinator to work with our team across Queensland and New South Wales. The position will be located in the Brisbane CBD.

The successful applicant must have exceptional people and communication skills and love the art of assisting clients to grow and succeed. We are looking for a real team player who also understands the power of great Account Management.

The position will also include some database management and program administration so, knowledge of CRM systems is essential. Experience with Salesforce would be a distinct advantage.

You will also be trained to be a producer of our Virtual programs so a knowledge of Zoom, Teams and Webex would be a great advantage.

You must be flexible, organised, know how to work hard and have an understanding of Client Services and Account Management concepts.

We are definitely looking for a team player, with a positive and helpful disposition, who also has an eye for detail.

So, if you:

* Have a great attitude
* Enjoy Client Services & Account Management
* Love helping people
* Understand and can use CRM’s and technology
* Have great Administration and Telephone skills
* And want to build a career

Then you should apply.

Salary for this role is $75K plus superannuation.

If you meet the above criteria, and **have the appropriate experience**, then please **submit a letter of application to jobs@proteusleadership.com**explaining why you are suited to this role. Your letter should be accompanied by a **current resume**.

Only those people who meet the criteria will be responded to.

***Proteus Leadership – Creating GREAT Leaders!***