

Client Service Manager

DDJ Myers, Ltd. - Phoenix, AZ

Our newly created role of Client Service Manager will support our team of field consultants and our CEO in successful delivery of our coaching and consulting services to clients across the country. Think of this role as the “air traffic controller” for our team. You see all the projects currently in the air and those soon to be taking off. You help us organize and navigate for safe, on time “arrivals” for our clients and consultants.

Your day could involve coordinating logistical details of a client engagement across the country, managing the timeline of a complex initiative with multiple consultant schedules, helping organize our presence at a national conference, answering a potential client's call regarding our offerings and ensuring appropriate follow up.

What you can expect:

- You will learn, grow and be challenged every day.
- There is constant variety and a fast pace.
- You will meet and work with amazing people.
- The opportunity to be exposed to our unique programs for your own professional and personal development.
- You will play a key role in growing our organization.

What do we expect?

- You will step up and do whatever it takes to deliver exceptional service.
- You are agile as our priorities shift throughout the day and week.
- You can be available and responsive sometimes at hours outside your regular schedule or work location.

Desired Skills and Experience

Education:

- BA Degree and/or extensive job related experience, Masters highly desirable

Qualifications:

- 5 + years in a high-level administrative role with experience reporting to, or supporting a C-level executive
- Project management experience and adept at using a system to manage multiple projects, deliverables and tasks
- Service mindset with exceptional verbal and written communication skills
- Detail orientation
- Strong sense of business acumen
- Proficient in Microsoft Office Suite, Google, and social media (Twitter/LinkedIn)

To submit your resume, or learn more about this position, please email tiffaniedillard@ddjmyers.com, visit www.ddjmyers.com, or call (800) 574-8877.