



**CLEAR ANGLE
STUDIOS**

Client Relations Manager

Job Overview

We are looking for a professional and energetic client relations manager with impressive people skills to join our dynamic team of fine individuals working on some of the worlds largest movie productions. The client relations manager will be tasked with external communications and with facilitating dissemination of information internally across multiple teams, so excellent communication skills are a must.

Timely correspondence and an impeccable eye for detail are a must in an often high-pressure environment. Building and maintaining client relationships is at the forefront of our business and we're looking for someone to help promote this even further.

Responsibilities and Duties

- Liaise with different departments about client queries
- Communicate delivery timelines and updates to clients
- Communicate client requests with departments
- Communicate troubleshoot problems with clients and processing teams

Requirements

- Excellent written communication skills
- Computer literacy
- Reliable and self-motivated
- Polite and professional
- Ability to work under pressure and prioritise work when needed
- Ability to liaise effectively with all levels of staff and client