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of CaliforniaSM

SOUTH BAY WORKFORCE



INVESTMENT BOARD



Client Services Manager

LAX

Employment Status: Regular

Scheduled Hours: You must have the ability to work hours of varied shifts, including nights, weekends and holidays

POSITION SUMMARY:

Responsible for the planning and execution of local events and programs for our VIP clients, Communicate and maintain relationships with partnering hotels, travel agents and other partners to drive VIP client visits and the city of Los Angeles, Create ongoing partnerships with local and international tour companies to enhance escorted tour business, Facilitate client visits, arrange for personal shopping, local activities, dining, entertainment, accommodation and transportation, Work one-on-one with VIP clients to maximize sales at Dedicated to building a strong clientele portfolio/database, Committed to ongoing communication with clients via phone and direct mail to maintain relationships, Develop new sources of clientele, events, and programs with internal team and Works closely with divisional Promotions Manager to implement promotions. Send resumes to 1stopjobs@sbwib.org