

**Job Description:** Client Project Manager

Evolve Transporters is a high-end custom fabrication company east of Cleveland, OH. Our clients are some of the biggest motorsport teams and brands in the world, for which we assist in designing and fabricating race transporters. We have a sharp focus on client satisfaction and a desire for continued innovation.

**Location:** Ohio

**Job Type:** Full-Time, Permanent

**Reports to:** CRO (Chief Relationship Officer)

**Job Purpose:** As Client Project Manager, you will support the Client Management team with various responsibilities to provide a high-end customer experience! These responsibilities include project managing new build, managing internal client information, assisting with CRM implementation and preparing sales materials for client calls. You will be accountable for tracking necessary client information and following the Client Management processes.

**Responsibilities:**

- Project Manager for new Transporter sales – retain detailed notes about build specs, client requests, etc.
- Support outbound sales team:
  - Preparing sales materials for client calls
  - Join Sales Calls
  - Manage follow ups
- Update database and client records:
  - Track in/outbound communication
  - Add new prospective clients
- Perform basic customer service functions, such as phone calls and emails
- Compile Sales Reports

**Skills:**

- Excellent communication skills
- Experience in client facing role
- High attention to detail
- Ability to work in a fast-paced environment.
- Customer focused
- Experience with Microsoft, CRM tools and Project Management technology tools
- Optimist!
- Love for motorsports is a plus!