



**pineappleconsulting**

dikshant bhavan, 2<sup>nd</sup> floor, ioc petrol pump building,  
opp. iit main gate, powai, mumbai – 400 076

# HI! THIS IS YOUR PROFILE

Role: Client Servicing Executive

Responsible to: Principal, Branding & Strategy

Monthly Salary: Commensurate with experience and industry standards

Location: Powai,  
Mumbai

Main duties of the post:

- Meeting and understanding the brief from client/immediate supervisor
- Ensuring that written Minutes of Meeting are shared & confirmed with the client post every meeting
- Sharing the above with the creative team; followed by discussion(s) as required
- Fulfil the needs of creative team for info/ guidelines/client preferences/industry data
- Actively research for latest trends/ upcoming brands/ communication styles and use the information to add value to the designs
- Create the roadmap / strategy for each and every deliverable; like sitemap in case of a website, content flow in case of a brochure etc.
- Be the face of the organization
- Be responsible for written approvals from the client on every deliverable and ensuring that the final files are zero error and timely delivered
- Write daily Job Status Reports as per the format
- Maintain cordial professional relations with clients and internal team- make friends with everyone; absolute NO to rudeness / pleading / sharing of internal and confidential info
- Meet the deadlines for both clients as well as internal team
- Know your clients: History, the work done and in progress, their competitors and future plans; their personal preferences
- Receive payments on time: Keep a check on deliverables, raise necessary invoices, and arrange for payments
- Up-sell the client: Keep them informed about other clients and their work and pitch it to your existing clients
- Interact, negotiate and close deals with vendors and business associates including but not limited to printers, merchandisers etc. ensuring that Pineapple gets the best value at most competitive rates
- Ensure that the final designs/artworks pertaining to any & every project are properly maintained and saved

Person Specification:

A Pineapple person is...

Part of what makes Pineapple as successful as it is are the highly motivated people who work here and their enthusiasm for branding and design. We recruit individuals whose honesty, integrity, initiative and creative approach to problem solving shines through.

How to apply:

Please send your detailed resume to [info@pineappleconsulting.biz](mailto:info@pineappleconsulting.biz).