



Client Manager Job Description

WallaceSpace provides brighter thinking spaces for offsite meetings, training, workshops and events. We are looking for a dynamic, highly motivated and energetic Client Manager to work as part of a team, in one of our four central London venues - where no two days are the same. Our venues are unique in style and unique in the staff that we employ.

Delighting our clients with our can-do attitude and proactive service is what we do in our venues and everyone who works with us shares this objective; our whole being is client centric.

About the role

As a Client Manager your job is to help us grow our business by building and maintaining strong relationships with our clients and prospective clients.

You will manage the existing client relationships and new prospects by having regular conversations with a view to keeping wallacespace front of mind. Your objective will be to grow your portfolio 1) in quality 2) by volume and 3) by value; working a definitive sector for which you will become an ambassador of knowledge.

On a day to day basis you will collaborate with your clients to manage their upcoming bookings. Your objective is to plan and prepare such that they can achieve the most out of their time at wallacespace. You should be commercially minded and comfortable working with numbers and calculating rates – often putting together bespoke financials for individual events.

You will work closely with a committed team to operate one our four venues, ensuring our environment meets, and exceeds, client expectation.

This is a varied and intelligent role that requires you to establish strong relationships with the people around you: clients, prospects, your team and your managers. It requires an abundance of energy, resourcefulness, and a love of dealing with people and a keen eye for detail.

About you

- Strong customer focus for a client centric environment
- Driven for personal and professional learning and development
- Outstanding interpersonal skills
- Previous experience in business development, client management or account management desirable
- Previous experience using CRM software is desirable but not essential

We love people who never use the words “it’s not my job”. If this is you, come and work for one of the leading brands in venues and conferencing.

What we offer

- Free Lunch – who said there’s no such thing? At wallacespace our food is designed to help our clients stay focused + more productive, so we’d be missing a trick if we didn’t share it with our teams.
- Discretionary bonus scheme



- Life assurance
- Pension scheme
- Access to travel loans + the cycle to work scheme
- Excellent opportunities for progression and the advantage of working with great people in a unique environment
- An opportunity to engage with industry leaders and FSTE 100 businesses
- Access to internal and external training and career development

In addition to some great day to day benefits a Client Manager will also receive:

£23k - £26k per annum (depending on experience)

25 days holiday + bank hols

We welcome applicants from all backgrounds. However, in line with the Asylum & Immigration Act any candidate must be eligible to live & work in the UK.