



DOCUNIFY, a growing Admintech-company, offering to its clients a secured web solution for paperless collaboration, is currently seeking a **Relationship Manager** to join its team!

Responsibilities

-) To act as first level contact and convey resolutions to customer issues
-) To properly escalate unresolved queries to the next level of support
-) To track and redirect problems to correct resources
-) To assist the responsible of business development on prospects/clients' follow-up
-) To collaborate with the brand manager in order to create an efficient communication (branding) towards our community
-) To assist in new functionalities validation

Profile requirements

-) Minimum 2 years of experience as Relationship Manager in an accounting, trust, or tax company.
-) Bachelor degree in law, business, accounting or tax
-) Confident personality suitable for handling multiple relationships with partners, clients and the business community
-) Attracted by new technologies and digital minded
-) Excellent planning, prioritization and organizational skills
-) Native English and fluent in French

Benefits

This job offers a friendly and creative environment to work on a product already used by hundreds of users and aiming to be used by thousands in the next 2 years. The company, currently focused on the Luxembourg market, foresees a European expansion as from 2019.

We also offer a compensation package adapted to the development growth of the company with a great opportunity for career growth.

The company is located in Martelange (Luxemburg).

If you think you are the person we are looking for, please send us your CV to RH@docunify.com