

Relationship Manager

Description

As a **Relationship Manager at FinTax24**, you will be the primary point of contact for our clients. Your role will involve understanding their needs, offering the right financial and compliance solutions, and ensuring they receive timely support. You will work closely with our taxation, accounting, and legal teams to deliver value-added services while maintaining long-term client relationships.

Responsibilities

- Build and maintain strong, trust-based relationships with clients.
- Understand client requirements and provide solutions in **GST, taxation, compliance, and financial planning**.
- Coordinate between clients and internal teams for service delivery.
- Assist in onboarding new clients and clearly explain FinTax24's services.
- Handle client queries via phone, email, and meetings.
- Ensure timely follow-ups for documents, deadlines, and service updates.
- Maintain accurate client records and track service timelines.
- Support in upselling or cross-selling services (with guidance).
- Work towards achieving high levels of **client satisfaction and retention**.
- Provide feedback to management to improve client experience.

Qualifications

- Graduate degree (B.Com, BBA, MBA, or equivalent).
- Freshers and candidates with up to **2 years of experience** can apply.
- Strong communication skills in **English, Hindi, or Gujarati**.
- Client-focused, friendly, and proactive personality.
- Basic knowledge of MS Office (Excel, Word, Email handling).
- Interest in finance, accounting, taxation, or compliance is a plus.
- Ability to multitask, manage client portfolios, and work in a team environment.

Job Benefits

- **Real Client Exposure** – Work with businesses across industries.
- **Training & Mentorship** – Learn directly from Experts & senior consultants.
- **Growth Opportunities** – Pathway to senior client servicing or sales roles.
- **Experience Certificate** – Provided upon successful completion of tenure.
- **Supportive Work Culture** – Flexible, learning-oriented environment.
- **Attractive Incentives** – Performance-based bonuses & commissions.

Hiring organization

FinTax24

Employment Type

Full-time, Intern

Beginning of employment

Immediate or within 1 week of selection

Duration of employment

12 Months*

Industry

Finance, Accounting, Taxation, Client Services

Job Location

FinTax24, First Floor, 24 Square, Nr. Hotel Nandini, Bhavnagar Road, 364270, Bhavnagar, Gujarat, India

Working Hours

9:00 AM to 7:30 PM (Monday to Saturday)

Date posted

August 18, 2025

Valid through

31.12.2025