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# Example of Account Administrator Job Description

Our company is growing rapidly and is looking to fill the role of account administrator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for account administrator

* Experience with Salesforce is desirable
* The ability to problem solve and strong time management skills
* Working with the ASM responsible to ensure programs meet targeted expectations for sales forecasts, projected margins, SKU count, marketing plans, and media budgets and participates in the forecasting and budgeting process for their accounts
* Provide back up and vacation relief in overseeing New Accounts, Dealer Services and Fee Desk
* Assist as needed to process monthly and/or daily data in order to meet monthly and quarterly deadlines, includes assisting as back-up as needed, when co-workers are on vacation
* Support the Operations Manager in a back-up role when the Manager is out of the office/unavailable
* Exercise and promote teamwork, supporting the objectives and policies of the RKO Team
* Perform various general clerical duties
* Perform regulatory compliance for DOT, HIPAA
* Be actively involved in taking inbound calls

## Qualifications for account administrator

* You have the ability to work independently, collaborating effectively with a team
* Bachelor's degree and 4 years' demonstrated technical experience
* Ability to retain information on a large number of varying detailed processes and procedures that tend to change frequently
* A self-directed individual that is able to work independently, has a tolerance for a high volume of work and able to handle demanding customer service situations
* Essential to have the ability to positively accept feedback and use it to improve individual performance and productivity
* Detail oriented with experience with Excel and Word