Downloaded from <https://www.velvetjobs.com/job-descriptions/account-associate>

# Example of Account Associate Job Description

Our company is hiring for an account associate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for account associate

* Seek to engage with secondary points of contact in client organisations to help drive consensus based decision making and manage service delivery to them
* Identify, pursue and secure appointments with new leads for prospect or cross‐sell opportunities
* Build on lead generation by outbound cold‐calling Europe’s Senior Most Executives to schedule live business meetings on behalf of the Account Manager
* Maintenance of client and related party contact information
* Review of unclaimed /held checks/wires to identify resolution
* Field requests directly from members via phone or e-mail
* Program enrollment and cancellations
* Other special projects involving customer transactions supporting FPLES residential programs
* Own the template creation for each request for proposal (RFP) received in the territory
* Support the Account Management team’s collection of assets required to submit the RFP and media plan to the customer

## Qualifications for account associate

* Intermediate working knowledge of Excel and PowerPoint to analyze business results, generate reports, and build presentations
* Innate curiosity and passion for digital marketing
* Knowledge of 3rd party tracking and serving technology is a plus
* Building and maintaining positive relationships with Zynx clients at multiple levels of the organization throughout the client lifecycle
* Identifying and interacting with key decision-makers and influencers
* Previous account management, customer service or inside sales experience desired