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# Example of Account Manager / Relationship Manager Job Description

Our innovative and growing company is looking for an account manager / relationship manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for account manager / relationship manager

* Significantly expand current relationships across all levels
* Providing high levels of consistent support to both Key Account Clients and Key Account Managers
* Support across all team functions including production of legal Corporate Agreements, Risk Underwriting, Membership, Claims and Bill Payment
* Attending and prepping for benefit fairs
* Attending and prepping for client meetings
* Completion of all customer queries with speed and efficiency
* Development and maintenance of excellent relationships with Account Managers, Intermediaries, Clients and End Customers
* Production of Management Information for client visits
* Support with query resolution and investigation where required
* Track the on – boarding process, proactively identify any issues and work with key stakeholders in the various teams to meet/exceed the customer’s expectations

## Qualifications for account manager / relationship manager

* In-depth understanding of large scale relationship management with multinational businesses
* Exposure to self-management, team working and time management in a complex matrix environment
* Be Innovative with the ability to spot, develop and implement business opportunities
* Be professional in attitude, conduct and appearance
* Undergraduate degree or equivalent preferred, but not required, with sales/business acumen generally attained through 3+ years similar work experience
* Understand buying decisions, buying processes and cash flow dynamics of small to medium accounts