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# Example of Account Rep Job Description

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

## Responsibilities for account rep

* Provides customer service support to customers by preparing information, managing data and producing documents
* Maintains accuracy and completeness of data in the agency management system
* May respond to customer requests
* Achieve financial targets for designated channels of Suzhou Office
* Proactively target and develop premium from multinational leads
* Actively participate in the events with business potentials
* Co-ordinate with PCs on major multi-line accounts
* Achieve and maintain customer satisfaction through quality customer services
* Work closely with PC underwriters, exploit reinsurance and co-insurance opportunities in Suzhou market
* Closely monitor the premium collection

## Qualifications for account rep

* Minimum of a college degree is required
* Post-secondary education (business, sales, marketing or equivalent)
* Mechanical aptitude and comfort level within the automotive and aerospace environments
* Three to Five or more years of sales experience with a proven track record of exceeding revenue quotas, with two years of experience in selling data, voice, cloud and/or video solutions
* Demonstrated effective communication and interpersonal relationships
* Preferred A Bachelor's Degree in a related field Bachelor's degree may be substituted for up to 2 years of required experience