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# Example of Account Representative Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of account representative. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for account representative

* Learn, Understand and become proficient in Quote Process and Commercial Negotiation Process
* Learn, Understand and become proficient in avoiding and resolving Open Commercial Issues
* Learn, Understand and become proficient in Account Management
* Efficiently enters, revises and releases orders for processing
* Proactively assists customers, sales reps, members of the management team, or coworkers with inquiries, requests for information or resolution of complex issues
* Demonstrates clear, effective, and thorough email communication with internal and external customers
* Operating as a liaison between our corporate clients and a select market
* Meeting with new and existing customers about service promotions
* Meeting all sales objectives
* Handling the administrative aspects of all sales

## Qualifications for account representative

* Bachelor’s or advanced degree in Accounting or Finance strongly preferred
* Accounts receivable, commercial finance, reporting and planning experience preferred
* Entertainment industry experience highly preferred
* Must have experience with ERP systems such as SAP, MACCS, GATOR and/or Great Plains
* Previous options/financial industry background required
* Bachelor of Science, preferably in biology or chemistry