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# Example of Account Representative Job Description

Our company is growing rapidly and is looking to fill the role of account representative. 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 representative

* Help with other tasks as needed to maintain RCM department's work and office flow
* Pre-delivery management for PO#, request delivery date, shipping mode, special requirement
* Credit management include pro forma issue and order release, timely notice to sales or customers if any payment delay
* Credit note / debit note management for shipment shortage / return or overage
* Customer focus sense and team work spirit
* Detail oriented, able to drive results and highly committed to work
* Business analysis skill
* Strong office software skill, especially excel
* Familiar with SAP functions, 2-3 years’ experience in customer service area will be plus
* Fully understands the sales plan for their market areas

## Qualifications for account representative

* Bachelor’s degree in Chemical Engineering or Engineering in general, Business Administration
* Full usage of oral and written English
* Proven record in accelerating growth in challenging market conditions
* Related jobs to commercial area from specialty business nature – at least 2 years of experience in sales is desired but not a must
* Consistent record of successful sales/account management in a B2B environment, marketing agency, airline, technology or travel background
* Minimum of three (3) years related experience including products, services, operations, customer service, marketing and sales techniques