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# Example of Account Sales Job Description

Our company is looking for an account sales. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for account sales

* Coordinate and lead customer meetings to achieve account sales targets, conduct necessary preparation with account specific analysis and business metrics
* Monitor execution of channel marketing and promotional plans throughout the year and continually adjust to ensure account-level budgets are maintained
* Work with Director of Sales to find and model new business opportunities within assigned channel(s) and manage from setup to ongoing business
* Work alongside the Director of Sales to further develop our retail and corporate business opportunities as requested
* Support Director of Sales in achieving monthly and quarterly sales targets
* Update account plans and keep record of external environment (pricing, co-op, MDF, promotions, competition, trends), influencing updates and roadmap
* Support the business forecast process by providing insight to each customer and sales channels
* Coordinate efforts with Manufacturing, Engineering, Sales and Accounting to assure timely response to customer inquiries and on-time delivery of product
* Maintaining frequent communication with customer accounts concerning quotations, price, and delivery and order status
* Managing the Returned Materials Authorization (RMA) process to include documentation and tracking

## Qualifications for account sales

* Demonstrates strategic planning skills, with the ability set actionable goals for each account and achieve those goals
* Can effectively execute sales plays for all customer segments
* Strong time management skills, with the ability to plan and organize work, balance multiple demands, and consistently follow up and follow through
* Results-oriented, persistent, motivated, and energetic
* Knowledge and understanding of sales and marketing best practices
* Flexible and adaptable, with the ability to work successfully in a fast-paced environment as an individual and as part of a team