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# Example of Account Services Job Description

Our company is searching for experienced candidates for the position of account services. 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 services

* Experience scheduling or planning in the Transportation/Logistics industry
* Supports the Director of Global Account Services in building and maintaining client relationships, working in partnership with the field sales organization, international SPP offices, and our global partner network, while serving as the primary internal contact for global accounts
* You will be the single point of contact for their customers and will build relationships with those customers to ensure they are fully supported within their roles
* Part of the role will include supporting your team with their calls and email from customers other departments during the business critical times of the year
* Assess SAP SWOT
* Manages client relationship in order to provide superior work, value added services, and expand account responsibilities
* Onboard new clients in the areas of loans, global treasury management, trade finance and other areas
* Deal with all areas of the bank to serve the needs of clients and support multiple Relationship Managers
* Work directly with the bank’s customers to address inquiries and resolve problems related to the customer’s banking services
* Knowledge of the wholesale bank products, especially GTS, FX, Trade Finance and Derivative products

## Qualifications for account services

* Highly focused with attention to detail
* A Services Executive must have superior sales, business development and business management skills
* The Services Executive should demonstrate an expert level of proficiency in sales and business acumen, pipeline management, customer relations, opportunity identification and conflict and negotiation management
* HealthCare knowledge and experience is strongly preferred
* Possess a strong skill set in IT services and solutions sales and business development
* Must have an undergraduate or graduate degree in Business, Computer Science or Engineering