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# Example of Assistant Account Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of assistant account manager. 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 assistant account manager

* Be versatile, proactive and use initiative when needed
* Works as an International Key Account Manager on problems of moderate scope where the analysis of international key account data requires a review of a variety of factors using Root Cause Analysis
* The development of the solution requires a multi-disciplinary approach and knowledge of basic international key account principles, -theories and -concepts
* Formulates the solution for (technical) partial problems by combining previous experiences based upon technical analysis and international key account (feasibility) studies
* May lead small international key account projects, managing a small number of people
* Partners with Account Executives/Underwriters to establish support needs for new and renewal policies (i.e., identify/gather relevant account information to quote and/or bind the policy
* Prepares documents and participate in pre-renewal meetings
* Prepares underwriting/pricing exhibits (i.e., exposures, experience rating, profit and loss analysis, expense models, updated account information)
* Manages account documentation (i.e., proposals, agreement letters, reinsurance contracts, collateral agreements, pricing doc, policy change, endorsements, cancellations)
* Ensures accurate and timely servicing and billing of accounts

## Qualifications for assistant account manager

* Ensure all Credit Addendums, Drawdown requests, Approval Letters are completed accurately and meet or exceed SLAs where possible
* Prior to submission of the Credit Addendum or Drawdown request ensure the risks & mitigants have been clearly outlined for the transaction, ensure Drawdown requests are within the authorization
* Recommend improvements to the current process if efficiencies can be achieved
* Support and contribute to the ongoing improvement of the customer experience through the proactive support of our partners, includes internal & external partners
* As the "Deal Champion" ensure all customer requests (internal/external) are handled in a timely fashion
* Assist TDEF Sales & CBCs through the deal process to ensure ease of use for the TDEF product