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# Example of Assistant Account Manager Job Description

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

## Responsibilities for assistant account manager

* The primary responsibility of this position is to plan and manage the sales direction of assigned customer programs
* To develop annual account plans and strategies to drive category share increase and achieve the set target
* To negotiate and conclude annual contract with the best possible terms
* To conduct regular business review meeting with accounts
* To Identify sales and merchandizing opportunities at the store level to ensure that the sales are maximized for company and customer
* To develop a strategy for profitable sales growth , including sales support and promotional activities in the SH & National wide
* To set up and maintain an effective database about each customer
* Work with key distributors to ensure high customer service levels and order fulfilment at assigned accounts
* Implement qualified in store presence for company’s products
* Input and process customer orders

## Qualifications for assistant account manager

* Ability to handle several conflicting priorities, must be flexible and willing to assist and fill in as needed
* Bachelor’s Degree or equivalent work history
* Candidate must possess at least a Diploma/Bachelor Degree in Business/Marketing/Sales
* Minimum 4 years related experience in the FMCG industry with proven track record and preferably in Key Account Management for Food Categories with minimum 2 year sales experience
* Understand and able to apply shopper’s insight and category management to win in point-of-purchase and optimizing promotion sell-out
* Experience in sales and promotion planning and contract negotiation