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# Example of Bilingual Account Manager Job Description

Our company is growing rapidly and is looking for a bilingual 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 bilingual account manager

* Develop and manage relationships to reach business goals
* Be the go-to expert and guru of our media solutions who will serve as a trusted advisor to our clients
* Manage all aspects of the client’s recruitment media campaigns including strategizing, aiding in the creative process, determining appropriate targeting, executing the campaign, troubleshooting, optimizing and reporting
* Responsible for ensuring successful renewal of certain products through compelling reporting and the ability to effectively manage campaigns from start to finish
* Work cross-functionality to manage project timelines
* Fulfills a wide range of requests for information from current and prospective customers
* Keeps abreast of industry trends, terminologies, basic software applications, operating systems, and hardware requirements
* Increased responsibilities in all activities related to account strategy and new revenue
* Prepares customer profiles based on needs analysis
* Develop and grow relationships in existing client base develop new market share through expansion of relationships with new clients within the defined territory

## Qualifications for bilingual account manager

* Problem solver who takes initiative to get things done
* Capacity to become knowledgeable on the clients’ industry, brand and product offering
* Knowledge of the Mexico market is preferred
* Must be proficient with Microsoft Word, Excel, Access and PowerPoint
* Ability to travel and work weekends and multi-day events
* Fluency in Spanish/English required