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# Example of Commercial Account Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of commercial account manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for commercial account manager

* Regularly meets with Sales Manager to review weekly customer retention and relationship activities, progress versus goals and status of key customer relationships
* Mechanical and electrical engineering maintenance
* Building fabric maintenance
* Energy and environmental services
* Escort services for contractors
* Cleaning services
* Timely and accurate applications for payment
* Management of interim and final account agreement with supplies and sub-contractors
* Good quality and accurate records are kept
* Drafting contractual claims (where appropriate) for approval prior to submission

## Qualifications for commercial account manager

* Maintain proficiency in office suite software
* To effectively manage the production and delivery of the Project’s commercial objectives and commercial elements of the contract management plan
* To effectively support the management and production of an account Contract Improvement Plan
* Good Working Knowledge of NEC 3 Option A form of COntract
* Degree Qualified working towards RICS accreditation
* Minimun of 3 Years Experience in a Similar Role