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# Example of Commercial Account Manager Job Description

Our growing company is looking to fill the role of commercial account manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for commercial account manager

* Apply your relationship management principles & techniques to advise and help our customers to achieve their commercial & personal financial needs and goals
* Leverage your personal and professional network, including self-development of an extensive network of referral sources through effective strategy of community involvement, to achieve focused profitable sales of both credit and non-credit products to customers and prospects in the mid-market place
* Develop and expand profitable mid-market client relationships (borrowings > $1MM) across all industries
* Effectively manage relationship with all portfolio clients, and be organized with a well-established 6- to 12-month-plan to ensure that you have a complete conversation with each portfolio clients at least once annually
* Strategically prioritize, organize, and multi-task to manage extensive pipeline of lending and deposits
* Ensure credit decisions and recommendations are in accordance with sound credit-granting principles as described in the Commercial Lending Process and in compliance with Bank Policies & Procedures, and ensure compliance with internal and external requirements and regulations
* Protect the Bank’s assets and ensure quality opportunities are presented by adhering to Commercial Lending processes, policies & procedures, legal & ethical requirements and regulations, audit requirements, and established risk guidelines
* Adhere to Know Your Customer (KYC) rules, Bank Policies & Procedures for the prevention of loss due to fraud, counterfeiting, money laundering, or defalcation
* Coordinating the proposal process by establishing a schedule, providing clear communication to team members and overseeing the submission process to meet deadlines and adhere to requirements
* Focuses on deals/opportunities and value and/or volume portfolio management, and selling a range of company products and solutions

## Qualifications for commercial account manager

* Able to advise and govern to ensure conformance against standards and industry best practice via enforced build
* Bachelor degree or higher with 4 years of experience in Sales, Marketing or Engineering
* Independent and Collaborative
* High level of curiosity, comfort with ambiguity, and ability to balance risk and opportunity
* Adaptability and Agility
* High level of technology literacy