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# Example of Executive Account Manager Job Description

Our growing company is looking for an executive account manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for executive account manager

* Responsible for VMS submission process and on-boarding
* Responsible VMS Content – resumes and rule compliance
* Assist in qualifying candidates to consider for submittal
* Own the Consultant on boarding once assigned (client specifics)
* Check in with consultant first week of project (coordinate with AE)
* Meet face to face with client as needed, including VMS/MSP
* Assist in securing extensions (in coordination with practices
* Assist in Sales referral process like any other opportunity (same process just add consultant name that gets credit)
* Compile Sales and Account Management artifacts as requested
* Assist in vendor partner subcontracting work if assigned

## Qualifications for executive account manager

* Experience in cable, satellite, telecommunications or entertainment industry a plus but not required
* Responsible for overall brand account strategies and account performance to support growth and gain market share
* Identifies the focus and defines where to play, how to win and what capabilities and
* Strategically allocates resources across accounts to optimize portfolio
* Gain market share and rank through strategic distribution expansion and/or key product distortion
* Drive Retail Store portfolio with strategic programs focused on consumer experience and loyalty, product distortion, regional relevance and 360 engagement strategy focusing on omni channel experiences