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# Example of Executive Account Manager Job Description

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

## Responsibilities for executive account manager

* Coach and develop Admissions Counselors to increase motivation, improve skills, and achieve results
* Manage and appraise internal metrics for performance tracking, providing coaching and training to enhance individual performance
* Provide weekly reports and projections to management
* Work closely with cross functional and support departments to update student information and to resolve student issues
* Collection of data about possible target groups in the region, by consulting regional/local news media, company registers , by setting up presentation stands at fairs and company contact days
* Collaborate with diverse constituents and physicians within the center (interventionists, echo cardiologists, sonographers, cardiac anesthesiologists, CV surgeons, catheter lab management, ) to generate referrals, procedure scheduling, and ensure good clinical outcomes for patients
* Develop new client relationships and expand existing relationships to drive Application Services Sales in SAP and related technologies
* Developing profiles of target territory within the designated Territory
* Manage a complex sale from beginning to end
* Acquire new customers, meet with prospects to understand their purchase decision makers, decision making process criteria, and their needsestablish strong relationships on all levels with existing customers

## Qualifications for executive account manager

* Excellent consultative selling skills selling services over products
* Documented ability to sell services in to (neurology and immunology)physician offices or other medical setting
* 5+ years in Capture Management and/or Business Development and line organizations focused primarily in the DHS community with a proven track record of BD and capture, experience
* 2+ years of sales, marketing and/or operational experience supporting the Federal Government
* Documented ability to sell services in to (Gastroenterologist)physician offices or other medical setting
* Minimum 3 to 5 years of experience in the pharmaceutical industry in a sales-related job