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# Example of Field Account Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of field account manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for field account manager

* Supporting existing distributors in the presentation and training of products and services to existing clients
* Training the distributor’s sales team and customers on products, equipment and service offerings
* Responsible for retaining long-term customer relationships with established distributors
* Maintain with the assistance of the Account Executive the stock status sheets for each of our principals
* Provide support for the Account Executive by helping set up and work sales meetings
* Renew, cross and up-sell across an existing client base to achieve and exceed sales targets
* Have regular account management calls and or visits with clients, a minimum of quarterly touch-points
* Plan and manage personal business portfolio & territory according to an agreed market development strategy
* Manage and own a sales pipeline of new business which consistently delivers above expectation results
* Maintain and develop existing customers through appropriate propositions and ethical sales methods, relevant internal liaison, to optimise quality of service, business growth and customer satisfaction

## Qualifications for field account manager

* Prefer Bachelor Degree in Business
* Ability to read installation, dimension and troubleshooting drawings plus hydraulic/pneumatic diagrams, electrical schematics and wiring diagrams
* Ability to use a computer to maintain records, including Excel spreadsheets to prepare correspondence, and for communication purposes
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* 75% daily travel with 25% overnight stays
* Minimum of 2 years of work experience in sales, sales support or account mgt in the insurance industry