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# Example of Inside Account Manager Job Description

Our growing company is searching for experienced candidates for the position of inside account manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for inside account manager

* Conduct “pre call” investigative work (understanding customer’s current state, competition, etc…)
* Day to day relationship management with key direct buy account personnel including sales, purchasing, and branch management
* Promote JM value-added selling to channel partners and end-users within territory
* As the contact point for all pricing requests, gathers and maintains pricing knowledge/information, creates documentation, and drives the pricing process
* Gather and share market intelligence (pricing, competition) with Market Development Manager and Regional Sales Manager
* Develop, maintain, and/or provide timely business communications to customers including monthly sales reporting/tracking, significant service or quality issues, price increase notification and general business and JM communications
* Assist in developing market share analysis and identifying opportunities
* Responsible for customer quality complaint resolution from input to the communication of resolution
* Manage, retain, and maintain a book of customer accounts (account base provided)
* Maintain revenue through proactive outbound phone calls to assigned accounts

## Qualifications for inside account manager

* Excellent customer relations and persuasion skills
* Absolutely fluent in Dutch & English
* Expert in business writing
* Proven experience in sales and account management preferred
* Ability to work as part of a high performance team to overcome obstacles and ensure customer satisfaction
* High energy, enthusiasm and positive attitude with a desire to succeed