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# Example of Management, Account Management Job Description

Our innovative and growing company is looking for a management, account management. 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 management, account management

* Negotiate and re-negotiates contractual terms with partners as required
* Develop a trusted advisor relationship acting as a consultant and a strategist
* Forecast and track key account metrics and Sales Pipeline
* Identify and grow opportunities within territory and collaborate with sales teams to ensure portfolio growth
* Build and maintain relationships with internal colleagues and external retirement advisors to ensure excellent client service in overall plan administration
* Partner with our internal and external sales teams to build relationships with retirement advisors
* Direct daily team activities to complete assigned functions
* Review, coordinate and manage the plan administration of plans maintained by retirement advisors
* Serve as a subject matter expert for account managers regarding assigned functions and recordkeeping/workflow systems
* Assist in the resolution for escalated issues, client or advisor complaints and processing errors

## Qualifications for management, account management

* Ability to work in a high pressure environment and with all levels of management
* Proven ability to interpret, translate, and communicate financial concepts both verbally and in writing
* Ethical, collaborative, organized, flexible, self-starter, accountable, humble
* Familiarity with industry data systems a plus
* Minimum of 5-7 years’ experience in sales, account management or client facing environment required
* Must be able to handle multiple priorities and work with multiple accounts