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# Example of Management, Account Management Job Description

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

## Responsibilities for management, account management

* Coach sales skill development among the account management team through modeling, training, and one on one coaching
* Assist in the account planning process for all assigned accounts to ensure the account management team has a comprehensive understanding of their assigned accounts and is working strategically to grow share
* Manage and nurture relationships with brokers/agents/clients to facilitate lifetime relationships with members
* Support the customer acquisition and retention process which will involve direct interaction with prospects and customers
* Establish and maintain a current and prospective key account list for cross selling opportunities
* Research and synthesize information from reputable sources to report on corporate health and well-being trends
* Document / record information – Enter, transcribe, record, store, or maintain information in written or electronic form
* Process Information – Compile, categorize, calculate, tabulate, audit, or verify information or data
* Communicate results – Provide information by telephone, in written form, e-mail, or in person
* Provide support to organize and conduct employer/group interventions onsite, via e-mail, direct mail

## Qualifications for management, account management

* Experience with PCs and application software, such as MS Office
* Knowledge of the Mexican Hospitality and Distribution Landscape
* Ability to manage multiple priorities under time constraints
* Ability to grasp technical and complex concepts and explain to internal and external customers
* ASPPA designation or related coursework
* Experience serving as a liaison between our customers and our product team collaborating cross functionally