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# Example of Manager, Account Job Description

Our innovative and growing company is searching for experienced candidates for the position of manager, account. 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 manager, account

* Manage and build client relationships with corporate partners and creative team
* Understand the client’s needs and develop solutions for those needs
* Update progress and plans/schedules with creative and production teams and manage both the client and team’s expectations
* Responsible for reviewing and understanding business and creative goals of each project and be able to speak to those as needed
* Proactively manage changes in project scope, identify potential red flags, and devise contingency plans accordingly
* Coordinate and lead any necessary meetings and deliver recaps after each meeting or call
* Partner with the sales team to manage the execution of programs
* Prepare program specifications and distribute to the appropriate departments and/or functional groups (production, vendor management, accounting, and network relations) to complete all necessary internal processes
* Complete initial contract and facilitate contract negotiations between client, Finance, Legal, Sales and Marketing, and Operations
* Provide necessary pre-sales assistance to the sales team

## Qualifications for manager, account

* Account Management and sales support experience required
* Must be able to type minimum 35 wpm.Typing test will be given
* SAOE
* Circ2000
* CCI
* Mactive