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# Example of OEM Account Manager Job Description

Our company is searching for experienced candidates for the position of OEM 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 OEM account manager

* Maintain effective communication with customers, worldwide regional teams, product divisions and the leadership team
* Maintains and updates product forecast utilizing customer input and personal judgment (SIOP)
* Prepares and submits monthly reports and other sales oriented documents (profit plan, PANP, market outlook ) to the Global Sales Manager on a timely basis
* Lead specific customer sales meetings at least monthly
* Develop and submit annual sales forecast in support of the Profit Plan
* Maintains a high level of customer satisfaction through increased availability/access, timely communication, assisting with orders, and following up on accounts
* Cooperate with Huawei China Headquarter Sales team on projects like CMCC and China Telecom etc, and make efforts in helping Huawei win these annual bids
* Visit Huawei sales team in every branch office regularly, follow up and monitor projects in every province, and make sure the business is conducted under compliance
* Draft, develop, and implement sales incentive program for Huawei sales team
* Maintain and enhance business relationships with current customers seek ways to obtain new customers by identifying and contacting all decision makers, identifying and presenting new product opportunities and ensuring service excellence for every client interface

## Qualifications for OEM account manager

* Knowledge of applications in the Farming, Earthmoving and Material Handling communities
* Ability to communicate with customers, management and co-workers both individually and in front of a group is critical
* May need to work nights and/or travel occasional weekend travel may be requried
* BA or BS with 7+ years related experience
* High School diploma or equivalent with 11+ years of sales experience in industrial, business to business selling assignments
* 5+ years of successful field sales/technical experience with electrical products