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# Example of Personal Account Manager Job Description

Our company is growing rapidly and is hiring for a personal 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 personal account manager

* You will introduce new concepts and products into the market where you will develop and implement business and customer plans for the region
* Formulate and implement near and long term strategies to achieve aggressive revenue and profitability targets
* Manage the preparation, organization, presentation and follow up of seminars, training and exhibitions
* Collate on-going market intelligence
* Partner with the Technical Support Team to service key accounts and to prospect new accounts
* Present technical information to the customers and articulate their unmet technical needs and lead to the development of solutions
* Ensure and maintain business compliance with local laws and regulations and operate within Ethics and HS&E
* Marketing/Placement of insurance coverage, both new and renewal
* Service client accounts - including endorsements, phone calls, emails, billing issues
* Prepare proposals for client meetings

## Qualifications for personal account manager

* Account sales and account management calling on national retailers
* Account management experience and a passion for the Health and Beauty sector required
* Strong proven track record of budget/quota delivery
* Experience being an active and high performing member of a team
* Proven ability to positively influence buyers and management level decision makers to achieve customer business volume plan
* Ability to provide insights to POS trends within account base