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# Example of Representative, Account Job Description

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

## Responsibilities for representative, account

* Engage key global and regional individuals across functions within the Advanced Interlayers business to ensure customer needs are addressed and drive alignment among the team
* Driven to create new business opportunities through networking, prospecting and sourcing
* Identify and develop new national and local business opportunities
* Develop and grow relationships with existing key customers
* Positive influencer, creative thinker and problem solver
* Networking through industry related events (some travel required)
* Obtain all appropriate paperwork and signatures from guarantors
* Scan all appropriate paperwork and ID cards into PMS
* Handle incoming phone calls from patients and insurance carriers
* Perform appropriate follow up and collection calls to patients and insurance carriers for outstanding balances of assigned accounts as needed

## Qualifications for representative, account

* Establish a relationship based approach to selling
* Negotiate agreements with customers regarding pricing, delivery and shipping
* Develop and execute a sales strategy
* Associates Degree OR 2-4 years of business to business customer service
* Associates Degree AND 1-2 years of business to business customer service
* Go getter, self-motivated