Downloaded from <https://www.velvetjobs.com/job-descriptions/sales-account-management>

# Example of Sales Account Management Job Description

Our company is hiring for a sales account management. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for sales account management

* Build a strategy and execute pursuit of new business opportunities
* Fully penetrate all levels within assigned customer & brokers, and facilitate establishing mutually beneficial business relationships
* Contribute to the achievement of business and personal objectives by seeking and responding to performance and development feedback, and by initiating personal development activities
* Contribute to an environment where all team members are respected and valued regardless of their individual differences, and are motivated to improve both their individual and team contributions to achieve desired business results
* Lead pipeline development efforts through qualifying leads and developing/executing the sales plan to progress the lead through the sales cycle
* Lead, develop proposals and sales plan while collaborating with Account Management to retain any expiring agreements
* Inspire teams and individuals to achieve outstanding performance through personal leadership style and behaviours
* Motivate, coach and develop teams and individuals to maximise potential
* Be responsible for hands on recruiting for a variety of positions within account management, sales and leadership
* Find, review, assess, and give feedback on candidate resumes and portfolios

## Qualifications for sales account management

* You must be able to negotiate and close deals
* You are able to use Excel and a financial calculator
* Diploma or Degree, or equivalent experience
* Minimum 2 years related hotel experience with 1 year working experience in hotel operation and preferable in Sales & Marketing Department
* Proficiency in written and spoken English and fluent in Mandarin speaking
* Ability to speak Vietnamese Language