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

# Example of Sales Account Management Job Description

Our innovative and growing company is looking to fill the role of sales account management. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for sales account management

* Schedule interviews on a global scale with assistance from team members, administrative support and travel departments within EPAM as needed for each candidate
* Successfully juggle many details within a close including assisting in the approval process, negotiating and constantly being aware of the candidate’s status around compensation, relocation, immigration and HR information
* Manage candidate offer process, including reference checks, offer letter generation, and offer negotiations
* Be an appropriate candidate advocate and advisor to both your leader and the hiring manager throughout the full life cycle of position
* Keep data and records of candidate and process as required by company within Applicant Tracking system
* Be responsible for conducting business in a consultative manner through communicating persuasively, influencing others, and sharing a point of view by using a creative approach to drive results
* Team with our recruiting administrator in the appropriate phases of the recruiting process as needed
* At all times, act as a team member to those you are working with always striving towards a goal of growth and success
* Work with the Vice President, Business Development to support global institutional sales and marketing objectives
* Responsible for ownership and ongoing management of global CRM system, Salesforce

## Qualifications for sales account management

* 8+ years sales experience in hi-tech environments
* Manages Channels – Ability to develop, motivate, support and orchestrate internal or external third parties to optimize sales coverage and revenue production - Maps Politics – Ability to uncover and validate the political power structure, identify influential people & personal/organizational politics
* Health and Welfare Insurance
* Health Care Reform
* Underwriting and Actuarial Principles and Techniques
* Sales Fundamentals and Techniques