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# Example of Senior Account Representative Job Description

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

## Responsibilities for senior account representative

* Secure and update changes in customer demographic, medical condition, physician, and payer information into computer billing software to insure service records reflect up to date and current information
* Assist team members as requested by direct supervisor to insure that the demands of office operations are maintained
* Perform follow up on aged account balances, document follow up efforts, identify reimbursement problems and respond within respective timeframes
* Establish strong and consistent communications with leadership and Relationship Managers (RMs) to develop and execute on renewal strategy for Research and Technology memberships
* Support RM skill development, providing coaching on negotiation, communication and renewal strategy
* Ability to identify and analyze problems in a timely manner and independently initiates appropriate actions to resolve problems or issues
* Able to be at work and on time, follow organization rules and procedures and directions from a Coordinator or other member of the Management staff
* Ability to recognize and perform essential duties and offers assistance to others or performs other required tasks when own assignments are completed
* Responsible for developing and managing a comprehensive enterprise vertical sales and marketing strategy for assigned accounts or territory the relevant execution plan
* Planning- perform planning budgeting and forecasting of clients financials to ensure proper account management

## Qualifications for senior account representative

* Detail oriented and have prior experience working with paperless systems
* Multi-year experience and proven track record in sales of IT software solutions and services ideally with focus on IT infrastructure solutions
* Proven abitlity to build relationships to top level stakeholders and C-level executives
* Will possess proven, professional new business account management skills including multi-level sales negotiation experience
* A strong and confident communicator (fluent in Polish & English) and presenter capable of developing excellent working relationships and who can sell him/herself within the company and to customers and prospects
* University Degree or equivalent Business Education