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# Example of Service Executive Job Description

Our growing company is looking for a service executive. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for service executive

* Coordinate activities on accounts
* Lead, present and participate in meetings with clients
* Maintain current Insurance Summaries on all accounts
* Update COW’s annually on all accounts
* Meet World Class Client service commitments (Stewardship Report, Pre-Renewal Meetings)
* Participate in new business development and proposals with Client Sales Executive
* Pursue opportunities to round out existing client programs with additional and/or increased lines of coverage
* Coordinate coverage placement through managing the direction provided to service team
* Deliver binders and invoices
* Manage all facets of renewal process

## Qualifications for service executive

* Culturally attuned to the Greater China Region business environment
* Right of abode in Hong Kong
* Must have 2+ years' experience in contact center operations
* Must have 1+ years’ experience in account/relationship management in a B2B environment
* Positive and service oriented mind-set /work attitude
* Ability to deliver excellent internal and external customer service