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

# Example of Specialist Account Job Description

Our growing company is hiring for a specialist account. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for specialist account

* Identify and convert new logos within a defined region
* Maximize revenue from active subscribers and be competent in sourcing own leads (generating referrals)
* Where appropriate, agree on roles, responsibilities and customer approaches are mainly by phone/email and other tools in order to set account objectives and achieve mutual targets/objectives with respective stakeholders
* Work in unison with the all stakeholders to help them achieve team goal
* Additionally, you will be expected to work with various members of our customer teams including account managers and program development managers, ASD plant personnel and ASD planners
* Participate in Production Planning meetings to communicate FS/RSMO details
* Maintain RSMO calendar, adding dates at Market Manager’s instruction
* Support the Schedule Now pre-sign process, by ensuring collateral is available at FS/RSMOs
* Handle all inside sales support for Market Manager(s)
* Support donor incentive promotions and campaigns, making sure Fixed Sites and RSMOs have the needed communication collateral and/or give-away items

## Qualifications for specialist account

* Entry level or 1-3 years experience preferably with corporate accounts/customers
* Minimum of 5-7 years of PC insurance experience
* Industry specific experience (Real Estate, Manufacturing, Food & Beverage, or Retail) and an understanding of insurance coverage plus
* Must be bilingual (Korean/English)
* Must have strong communication skills and proactive attitude
* Must be proficient with Microsoft Office (Word, Excel, PowerPont)