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# Example of Specialist Account Job Description

Our growing company is looking for a specialist account. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for specialist account

* Provide accurate, timely, customized global metric and data reporting to assist Strategic Account Manager in pursuing opportunities and strengthening customer relationships
* Analyze account trends
* Coordinate with global customer service and production locations when necessary to facilitate on-time shipments, delivery dates, and resolve post-receipt issues (quality, quantity)
* Analyze query trends and create keywords packs, bids and budget suggestions
* Manage transactional and programmatic custom orders, projects and warehouse replenishment
* Provide primary customer and sales support through a variety of contact methods
* Provide timely communication and follow-up to external and internal customers throughout the various stages of an order lifecycle (quotation, prepress proofing, manufacturing, fulfillment and delivery)
* Accurately collect and communicate custom print order specifications for transactional and programmatic sourcing
* Collaboration and planning with the Sales organization and customers to ensure programs are managed effectively in order to enable retention and growth opportunities
* Professionally intake, analyze and resolve issues through execution of corrective action and/or coordination of cross-functional communication and take proactive measures to prevent recurrence

## Qualifications for specialist account

* College degree in business/marketing or related field required
* Must be at least 21 years old andqualified to drive under certain parts of Department of Transportation (D.O.T) regulations
* Applicants must be willing to submit to and successfully complete a DOT medical examination
* Minimum of one year prior sales experience (prior experience in trucking, logistics, and/or business to business sales is a plus)
* Must be a resident of the Dallas/ Fort Worth Metroplex and able to work in Fort Worth, Dallas, Grapevine, Garland and/or Farmers Branch
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