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# Example of Specialist Account Job Description

Our growing company is hiring 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

* Coordinate with suppliers to populate the SDS commit file looking out 90 days
* Work with suppliers on material delays in regards to technical issues
* Manage vendor relationships and performance issues
* Be aware of and follow all applicable Federal Aviation Regulations, hazardous materials requirements, repair station requirements, FARS and DFARS, and client policies
* Coordinate with customer groups and suppliers for the expediting of urgent material
* Manages Supplier Accounts
* Develops and drives commercial strategy and contract administration with suppliers
* Leads suppliers negotiations
* Coordinate and support supplier proposals for new program selection
* Provides oversight and leadership with regards to supplier performance such as deliveries, quality, cost management, and continuous improvement

## Qualifications for specialist account

* A minimum of two (2) years experience in a financial institution
* A minimum of one (1) year experience in consumer collections
* Excellent customer service skills time management and multitasking preferred
* Minimum 3 years of progressive TPA, Insurance Carrier, or Brokerage experience in claims management, loss control, or underwriting, or the equivalent in related work experience, demonstrating the ability to handle accounts profitably
* Must complete the Associate in Risk Management series (ARM 54, 55, 56) of the Insurance Institute of America within five (5) years of starting in position
* Claim product and service knowledge