



# Example of Account Manager / Client Manager Job Description

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Our innovative and growing company is hiring for an account manager / client manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for account manager / client manager

- Supporting the team with all tasks related to the creation of sales collateral materials
- Monitoring and reporting from department CRM
- Create/assist with PowerPoint presentations for Strategic Account Directors
- Analysis of advertising campaigns which involves compiling ROI data, identifying key findings, and making recommendations to strategic team and clients
- Client interaction and follow up
- Communication skills are critical to this role in order to effectively manage the interaction between groups responsible for campaigns (traffic & planning)
- Maintain an ongoing relationship with every account assigned to you
- Prepare, plan and execute annual renewal calls
- Up-sell clients on additional products throughout the year
- Achieve renewal and up-sell objectives

## Qualifications for account manager / client manager

- Strong interpersonal skills with a demonstrated ability to influence and drive others
- This role requires 50% travel within North America
- Must have excellent customer relationship, customer service and negotiation skills

- Detail oriented with demonstrated ability to manage multiple projects and competing deadlines