



Example of Account Manager / Client Manager Job Description

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Our company is growing rapidly and is looking to fill the role of account manager / client manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for account manager / client manager

- Responsible for professional development and growth as needs and trends dictate
- Lead "must-win" proposal and capture opportunities, providing tactical and strategic guidance to senior leadership and client service teams
- Provide performance management of immediate team members
- Contribute to the development and continuous improvement of proposal and capture management processes, tools, and templates
- Provide leadership to a diversity of matrixed proposal teams and directly affect the outcomes of assigned proposals, thereby positively affecting win rates
- Act as the central point for the proposal development process by staying up to date on the account proposal pipeline and interacting with pursuit leaders and interfacing with other enabling areas
- Coordinate on-strategy Account positioning (business to business teaming, alliance partners, and client relationships)
- Brainstorm solutions providing tactical advice and guidance with the ability to drive strategy and solutions that result in winning submissions
- Guide team members (of various specialties and at various levels of seniority) to develop responses that meet the needs of potential clients
- Best Business Practices -- Make sound business decisions

Qualifications for account manager / client manager

- Willingness to travel domestically on a regular basis
- Korean, Japanese knowledge
- Understanding of special coverage's and service needs of assigned clients that require specialized knowledge for contract review, specification review, specialized coverage's (for example contractors-including but not limited to OCP's, Railroad Protective Liability policies, NYS Department of Transportation requirements, Builders' Risk and Installation coverage's and project insurance specification review and analysis)
- At least 7 years' experience in either insurance operations, marketing, or projectmanagement
- Proven track record of successful account management, maintaining and growing relationships