



Example of Account Manager / Relationship Manager Job Description

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Our innovative and growing company is searching for experienced candidates for the position of account manager / relationship manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for account manager / relationship manager

- Drive revenue by prospecting and building pipeline while building strong personal relationships with potential and existing Public Sector clients
- Close business consistently at or above quota level
- Work to develop and circulate the set of best practices that will be the foundation of this pivotal, growing team
- Listen to the needs of the market and share with our product and marketing teams
- Develops, directs, implements & maintains a business plan to achieve sales & growth goals for targeted firms including having a multifaceted understanding of key contacts, how they market themselves, market segments they target, how they operate to establish relationships &/or value proposition
- Assist Business Development Manager and Project Manager in driving overall business and product deal support
- Participating in the business development of the territory
- Partner with Service and other functional in the resolving customer issues
- Prospecting, sales calls, and sales visits
- Entering and maintaining all relevant data in the CRM

Qualifications for account manager / relationship manager

- Analyze complex situations, anticipate potential problems and future trends

- Understanding of the IT industry, particularly in the Relationship/Commercial environment
- Computer literacy in MS Office suite, with SAP being an added advantage
- Work with client directors on new and cross sell opportunities to designated clients and development clients and coordinate the claims process
- Communicate both internally and externally significant claim trends, initiatives, organisation and structural changes and industry, regulatory and legal developments