



## Example of Account Mgr Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is looking to fill the role of account mgr. 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 account mgr

- Responsible for increasing awareness for automotive refinish products
- Provides information to customers regarding available automotive refinish products and programs
- Researches competitive products
- Calls on and assists in maintenance of National Account customers that use PBE products
- Work with clients to satisfy / cure all trapped loans including loans in unacceptable delivery status and loans trapped in funding
- Review pipeline for unclear or invalid conditions and address or escalate while providing appropriate feedback
- Monitor regional client inbox and respond timely
- Review overall quality of client production to identify trends and escalate concerns to PAMs and/or Audit and Credit leadership
- Works with Audit, Underwriting, Appraisal, Compliance and Servicing teams to clarify loan level requirements and understand status for communication to the client
- Monitor transactional turn times to ensure SLAs are being met throughout the fulfillment process

### Qualifications for account mgr

- Must be able to work independently with little oversight and as a member of

- Must be available to work days, evenings, weekends, and holidays as business dictates
- Ability to build strategic, value-based relationships
- Knowledge of organized trade channels, and their respective value chains
- Promotes change and innovation
- Ability to work with limited supervision within the organization / self-driven