



Example of Account Rep Job Description

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

Responsibilities for account rep

- Provides customer service support to customers by preparing information, managing data and producing documents
- Maintains accuracy and completeness of data in the agency management system
- May respond to customer requests
- Achieve financial targets for designated channels of Suzhou Office
- Proactively target and develop premium from multinational leads
- Actively participate in the events with business potentials
- Co-ordinate with PCs on major multi-line accounts
- Achieve and maintain customer satisfaction through quality customer services
- Work closely with PC underwriters, exploit reinsurance and co-insurance opportunities in Suzhou market
- Closely monitor the premium collection

Qualifications for account rep

- Minimum of a college degree is required
- Post-secondary education (business, sales, marketing or equivalent)
- Mechanical aptitude and comfort level within the automotive and aerospace environments
- Three to Five or more years of sales experience with a proven track record of exceeding revenue quotas, with two years of experience in selling data, voice, cloud and/or video solutions
- Demonstrated effective communication and interpersonal relationships

