



Example of Account Representative Job Description

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Our innovative and growing company is looking to fill the role of account representative. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for account representative

- Performs functions that are critical to the accuracy of billing for the group program for all assigned accounts
- Detects and assists with troubleshooting problems with the electronic interface established for the customer and mobilizes the resources of other departments when necessary
- Accurately applies premium from Institutional customers to the policies/accounts/records of individual policyholders
- Participates on the team assigned to implement new small to mid-sized accounts for voluntary benefit sales
- Assists in initiating internal resources needed to implement product additions to existing customers
- Supports the quality management system processes
- Develop and implement business and sales strategies for achieving long-term sustainable and profitable growth in Japan through the Architectural Glass channel
- Manage and drive short-term profit and loss performance within Japan
- Develop the Territory Management resources plan to achieve the business results in the Japan Architectural market
- Establish relationships with strategic accounts across the channels in Japan

Qualifications for account representative

- 2-3 years sales/service experience

- Take calls from existing customers placing orders
- Enter order requests into the system
- Make outbound calls in order to sell and secure orders from existing and prospective customers