



Example of Assistant Account Manager Job Description

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Our company is growing rapidly and is hiring for an assistant account manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for assistant account manager

- Develop work schedules, instructs and trains supervisors in the proper use of equipment, materials and chemicals
- Handle customer complaints in a timely manner
- Obtain loss runs, endorsements, billing, from carrier websites
- Actively solicit and close sales through sourcing and developing new leads, cold calls and face-to-face meetings
- Explore clients' marketing needs and provide customer-focused solutions to meet their business goals
- Managing your sales pipeline
- Maintaining and growing your knowledge of your markets, clients and developments in the market sector
- Support the development and cross promotion for our global portfolio by identifying other revenue streams
- Facilitate the introduction of new merchandise into the partner product portfolio, coordinating with internal stakeholders on Master Data management, account segmentation and margins
- University Degree –Business, Marketing, Commerce or similar

Qualifications for assistant account manager

- Degree/ diploma in Hospitality or Tourism Management preferred
- Minimum 3 years of relevant sales experience

- Proficiency in English and Chinese language is a must, including reading, speaking, and writing
- Superior organization skills and excellent communication skills