



Example of Assistant Account Manager Job Description

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Our innovative and growing company is looking 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

- Quotes accounts by reviewing exposures and experience rating, updating account information, rates and adjusts the price, as requested
- May complete renewals based on formal guidelines, commonly referred to as Letter of Authority
- Provides information for regulatory compliance (i.e., statutory filings, proof of insurance, certificates)
- Participates in projects/assignments as requested
- Fields phone calls from insureds regarding questions about their coverage, changes, additions, payments, cancellations
- Provide coverage when the Account Manager is out of the office
- Provide as a liaison of Account Management team and Bill Review
- Format, analyze, and prepare reports for delivery to the client by the Account Manager
- With the direction and assistance of the Account Manager, format, write, and prepare high-impact PowerPoint presentations and materials to be used for meetings
- Print and assemble documents for internal and external dissemination

Qualifications for assistant account manager

- 3 years working experience in hotel industry with solid Room Sales experience

- Direct account management experience is preferred but not required
- Minimum 3 years of B2B/B2C sales/sponsorship sales experience
- Focused and motivated to achieve personal/group sales targets