



# Example of Bilingual Account Manager Job Description

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Our company is looking for a bilingual account manager. 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 bilingual account manager

- Successfully meet or exceed annual revenue and gross profit targets that fully support the company's objectives
- Proactively plan and execute outbound call presentations over the telephone
- Develop strong business relationships with current and prospective clients and leverage these relationships to establish a buying network within the organization and overall industry
- Proactively prospect contacts/organizations within the industry and/or geographical territory assigned to uncover current and future sales opportunities
- Consistently achieve and or exceed outbound call targets as directed by Management
- Complete all assignments in a thorough and timely manner
- Respond to all internal & external customer voice mail messages within two business hours
- Update customer files in SAP as required
- Discuss, display, or demonstrate product using samples or catalog
- Utilize vendor sales representatives to create sales opportunities

## Qualifications for bilingual account manager

- Have established professional relationships with non-profits, community

- Bilingual Chinese or Albanian
- Outside sales and/or territory management experience
- Live within a commutable distance to and/or have established community contacts in Boston, MA
- 4+ years of experience in advertising or client-facing account management in online media with hands-on campaign optimization experience