



Example of Executive Account Manager Job Description

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Our growing company is looking for an executive 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 executive account manager

- Coordinate internal reference logistics -- Owns the Internal coordination of reference checks for proposals
- Contributes to Cluster/Territory Teams Collaborates (Medical Affairs/Key Account Manager,) to agree on key account plan objectives/responsibilities
- Leads the SOW & provides status updates to clients for the incremental work sold
- Plans and prioritizes activities for the team / Meets deadlines consistently
- Manages all facets of ongoing contract relationships and service delivery to clients for multiple accounts
- Acts as outward-facing, dedicated resource for assigned accounts, typically with direct onsite client contact, but could include telephonic communication with smaller, more remote clients
- Builds relationships with several key contacts in each hospital account and serves as the primary point of contact for overall and day-to-day service delivery
- This position meets with clients on a regular basis to build rapport, present reports on program outcomes, reinforce value of services provided, ask probing questions to identify other client needs, answer contract questions and coordinate responses to issues that may involve other departments internally
- Represents client internally and coordinates with other functions to

- Develop and implement sales strategies by determining relevant factors (product, reimbursement needs,) of existing and potential accounts to effectively promote the company's products to appropriate hospital personnel and physicians

Qualifications for executive account manager

- Provide recommendations to Account Leads on product/category/merchandising opportunities, competitive landscape, consumer demographics and localization opportunities to create points of difference across accounts
- Constantly look for ways to capitalize on portfolio scale (e.g., synergies, sharing best practices across brands/accounts)
- Reviews full brand calendar of activities in accounts and in .com to ensure support across priority categories in both new innovation and commercialization
- Works w/Head of Account & Sales Planning to deliver retailer inventory objectives and determine account level allocations (gift/promo, set/holiday, launch and collateral), including between B&M and .com, with input from Account Leads
- Minimum education of a bachelor's degree with a strong preference for engineering
- Minimum 10 years of sales and/or business development experience