



Example of Executive Leader Job Description

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

Responsibilities for executive leader

- Responsible for leading talent development and driving growth for the assigned team
- Accountable to deliver retention, rollover and new business goals for the assigned team
- Through leadership, role modeling, coaching and mentoring, the Account Executive (AE) Team Leader drives individual goal achievement by AE team members
- Performs as a player/coach, with the Account Executive Team Leader also performing an Account Executive II or Account Executive III role on their own book of business
- Supports assigned Account Executives achieve and sustain effective alignment with the Aon Leadership Model and its pillars of Client Value, Unmatched Teams, Innovation, Results and Values
- Helps assigned Account Executives establish clear roles, responsibilities and performance expectations for their client service teams
- Monitors assigned Account Executives clients' satisfaction, particularly through Client Promise Survey feedback
- Works with Account Executive Leader on succession planning on key clients Account Executive and Account Specialist recruiting and talent pipeline
- Educates assigned Account Executives (particularly Account Executive I and Account Executives new to Aon) directly and by assisting with training plans in client management, risk management, insurer interface and Aon resources and processes

Qualifications for executive leader

- Foster strong collaboration with Project Leaders, Project Managers and functions to assure all aspects of the plans are conducted efficiently and effectively
- Responsible for alignment of functional line management, and functional execution plans with approved project plans
- Experience in more than one functional area, clinical and regulatory affairs to assure broad understanding of the pharmaceutical development
- Extensive knowledge of all phases of drug development, of the functions and processes relevant to drug development, and project management principles applicable to the biopharmaceutical environment
- Strong scientific expertise, translational development or correlative science expertise is preferred
- In depth knowledge of hematology and/or oncology development and disease areas