



Example of Key Account Coordinator Job Description

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Our innovative and growing company is hiring for a key account coordinator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for key account coordinator

- Interacts directly with the customer regularly to understand constantly changing requirements to meet on time capital tool deliveries
- Be responsible for tracking and maintaining contractual tender dates based on both practices
- Will be required to manage and lead implementation of company directed or customer requested projects and programs that incorporate process improvement as it pertains to contractual requirements and relationship with the factory and roll out to the customer
- Works with HHT, Account Team, and the customer to perform an integral role in properly tracking, monitoring and ensuring that all basic protocols are in place and requirements are met for hardware and software delivery
- Meet with the team at KSD, Tokyo, and our customer to ensure that the appropriate PO's (internal and external), Agreements (Evaluation), and lead times are documented and agreed upon prior to HW and SW delivery
- Research and benchmark semiconductor equipment market information/data, tool configuration, technical function or pricing to understand HHT's/HTA's strengths or weaknesses and determine different strategies to address noted deficiencies
- Works with the account team members HHT to create, summarize, document value propositions and incorporate technical/commercial supporting details in excel/PowerPoint as necessary for the customer
- Assist the Manager/Senior Manager with creating presentations, spreadsheets, or pricing material that are shared internally, and externally with the customer

- Shows strong communication skill in interacting with customer, and factory counterparts

Qualifications for key account coordinator

- Coordinate and secure outstanding commercial copy, and coordinate client commercial approvals
- Generate and distribute daily, weekly and monthly reports
- Bachelor Degree in Business Administration, Economics, Finance or any other related degree
- 1 to 3 years of work experience in a large industrial company or a consulting firm in an international context- Experience working in an Energy company will be considered a plus
- Commercial attitude is a must
- A team player and high performing individual