



## Example of Key Account Job Description

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Our growing company is looking to fill the role of key account. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

### Responsibilities for key account

- Build up the relationship among client, public media, government
- Collect and analyze business info
- Build strong relationships at all levels within client organization and become their trusted partner for travel related matters
- Conduct business reviews with clients and provide them with strategic insights on better program management
- Assess and alert internal stakeholders globally on risk accounts
- Strong collaboration within the team and other departments to meet customer requirements
- Developing, monitoring, following up and reporting portfolio performance (KPIs)
- Efficient Resource Management based on current portfolio size, implemented volume, new sales
- Managing accounts and providing them with quarterly/bi-annual reports and use those as a platform for increasing spend
- Currently possesses detailed knowledge of customers end-to-end processes and can work across the customers organization to make a sale

### Qualifications for key account

- Must have excellent retail data analysis skills and comfort in analyzing data, identifying trends, drawing conclusions, and making recommendations

divisions

- Ability to work collaboratively and influence/motivate groups/people outside of direct control
- Ability to cultivate long standing client relationships
- Efficient organization and planning skills
- Takes a strategic approach to managing the business of the customer and developing relationships