



# Example of National Accounts Job Description

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Our company is growing rapidly and is looking for a national accounts. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for national accounts

- Recommend to the Sr
- Work closely with the national account sales and marketing teams to develop and execute product price concession strategies, complex contracting strategies, develop business processes, system and reporting requirements
- Lead and work with National Account teams toward continuous improvement and/or process design through analysis and improvement of existing processes
- Individual contributor and acknowledged expert both within the organization externally
- Prepare, process, review, and monitor various sales reports for National Accounts
- Prepare and analyze monthly Sales Analysis Reports
- Maintain order guides and master product files for selected customers
- Communicate any price changes to the branches and maintain price files for selected customers
- Utilize the AS400 System to download and acquire essential customer specific information
- Work and correspond with manufactures as the need arises

## Qualifications for national accounts

- Flexibility with respect to work tasks, managing priorities
- Ability to get along with other employees and follow directions
- Must be willing to travel nationally as needed including extended overnight

- Experience working at the Home Office level
- Preference given to candidates with RIA, High Net Worth/Private banking coverage