

Company: _____

Job Title:	Account Development Manager	Job Category:	
Department/Group:		Job Code/ Req#:	
Location:		Travel Required:	
Level/Salary Range:		Position Type:	[i.e.: full-time, part-time, job share, contract, intern]
HR Contact:		Date posted:	
Will Train Applicant(s):		Posting Expires:	
External posting URL:	Once you have edited your job description, you can post the job on _____.		
Internal posting URL:			
Applications Accepted By:			
Fax or E-mail: () ____ - ____ or <u>email: _____</u> Subject Line: Attention: [Recruiting or HR Department RE: Job Code/Req# and Title]		Mail: Hiring Manager: _____ Dept: _____ Company: _____ Address: _____ _____	
Job Description			
Job Purpose: Develops new business by analyzing account potential; initiating, developing, and closing sales; recommending new applications and sales strategies.			
Duties: <ul style="list-style-type: none"> • Identifies development potential in accounts by studying current business; interviewing key customer personnel and company personnel who have worked with customer; identifying and evaluating additional needs; analyzing opportunities. • Initiates sales process by building relationships; qualifying potential; scheduling appointments. • Develops sales by making initial presentation; explaining product and service enhancements and additions; introducing new products and services. • Develops new applications by preparing specifications; conferring with product engineering. • Closes sales by overcoming objections; preparing contracts. • Contributes information to sales strategies by evaluating current product results; identifying needs to be filled; monitoring competitive products; analyzing and relaying customer reactions. • Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. • Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments. 			

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Skills/Qualifications:

- Builds Client Base, Establishes Partnerships/Alliances, Prospecting Skills, Meeting Sales Goals, Foster Teamwork, Planning, Building Relationships, People Skills, Initiative, Customer Focus, Emphasizing Excellence

[NOTE: To post your job on [company URL], copy this description and click here [company URL]. You can log in to an existing account or provide your e-mail address if you are a new user. Select the zip code where the job is located, and then paste the job description into the online wizard. Then simply complete the required information and check out.]

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	