**Job Description**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Designation:** | Account Manager | **Job Location:** | All Branches | |
| **Department:** | Marcomm | **Grade/ Level:** |  | |
| **Direct Reporting To:** | Head of Accounts | **Direct Reportees:** |  | |
| **New Position/ Back Fill:** | New Position | **No. of openings:** | 8 | |
| **Introduction:**  **About A&A**  A&A Business Consulting (AABC) is India’s leading management consulting firm and the only one to focus exclusively on Small & Medium Businesses. We have consulted more than 8500 Small and Medium Enterprises (SMEs) so far and have helped them take their businesses to the next level.  We are a team of 200+ consultants specializing across 6 different consulting practices: Finance, Sales, Human Resources, Information Technology, Marketing and Legal.  AABC focuses on delivering results through assembling a team of consultants who have the right expertise and experience relevant to that industry or the client they serve. The firm’s expertise can efficiently address contextual problems from diverse industries. The consultants are conversant with changing market dynamics and can identify and apply long-term improvements to a business. We continually seek better ways to address important business problems. We can decide for you, the best resources: People, Idea, Strategy, Technology and Finance.  As a management consultant, the firm handholds senior managements to improve operational efficiency, formulate strategy and become more productive, and hence more profitable.  **Job Purpose**:  We are looking for account manager to generate leads, understand client briefs and will be responsible for client servicing. | | | | |
| **Responsibilities** | * Generate leads for new business and conduct daily meeting to generate sales * Understand client briefs to support in conceptualizing and ensuring the contract is completed within defined TAT. * Upsell and cross sell growing business for existing clients * Understanding the client requirement clearly and discuss with the team placed at HO. * Understanding and obtaining the needs of the prospects and preparing various proposals * Communicate with client’s timely basis and respond to client inquiries within defined TAT * Should have knowledge of latest technology to support and serve client * Collaborate with agencies and other vendor partners * Will be responsible for timely payment receivable of all clients and payment of vendors. * Will be responsible for client Servicing and manage escalations * Will be required to attend internal training and sessions * Will be required to prepare and send MIS on the progress of contract | | | |
| **Requisite Skills:** | * Negotiation and Closing skills * Presentation Skills * Strong knowledge of MS Office (Excel and PowerPoint) | | | |
| **Behavioural Traits:** | * Delivery Capabilities (That includes tight deadlines) * Team Player and good communication skills * Adaptable to changes | | | |
| **Education:** | MBA-Marketing | | | |
| **Relevant Experience:** | Marketing | | | |
| **Will travel?** |  | **Monthly Net Salary:** | |  |
| **Work time** |  | **PF – Yes / No** | | Yes |
| **Preferred Domain:** |  | | | |
| **Reference Companies:** |  | | | |
| **Gender:** | Male | **Marital Status:** | |  |