

## **Sales Executive - Legal**

**From a small private practice to a large national firm, document management and client information security are critical.**

Select Business Systems is looking for Sales Executives throughout Central California to sell to the Legal Market. This position is responsible for achieving sales quotas by driving sales revenue and market share in new and existing accounts. Responsible for planning and organizing daily work schedule. Keeps management informed by submitting activity reports. Works with clients to evaluate, identify and understand their account needs and recommends changes in products and services.

### **What we have to offer:**

- Competitive Pay
- Excellent Benefit Packages
- A Generous Holiday Schedule
- Ongoing Training
- Company Events
- Opportunities for Advancement

### **Interested in Joining our Team?**

The secret to our success is great people. We're serious about adding the right people to our team. Our locally-owned and operated company is very stable and secure with 2 locations and over 40 years of experience in our industry. We offer competitive pay with an excellent benefit package and a friendly and professional work environment. We have a strong commitment to the success of our employees – including opportunities for advancement. If you are a self-motivated individual looking to be a part of a successful team, please submit your resume to [careers@selectbusinesssystems.com](mailto:careers@selectbusinesssystems.com)

### **Here is what we are looking for:**

- A career-minded team player with a great attitude.
- Professional appearance and demeanor.
- Great verbal and written communication skills.
- Great technical savvy and problem-solving skills.

- Strong work ethic with ability to self-motivate and take proactive action.
- Desire to study and learn our products, services and industry.

### **Essential Functions**

- Ability to effectively prospect for net new business.
- Ability to build and develop a loyal customer base.
- Follow up on new leads resulting from field activity.
- Organizing sales visits to new and existing accounts.
- Prepares presentations, demonstrations, proposals and sales contracts to new and existing accounts.
- Resolves account/client issues by investigating problems, developing solutions and making recommendations.
- Negotiate new and current contracts.
- Maintains professional and technical working knowledge.
- Ability to utilize sales database and related software.
- Maintain + Exceed Set Standards for Sales Dept.
- Ensure Communication Between Departments & All Levels of Management.

### **Knowledge, Skill and Experience:**

- At least 2 years of outside sales experience, industry-specific preferred.
- Ability to utilize sales database and related CRM software.
- Ability to work independently.
- Excellent verbal and written communication skills, with the ability to communicate effectively on the phone, as well as, in person.
- Strong technical skills, both from a data entry standpoint and navigation through multiple CSM/CRM tools.
- Managing and executing the sales cycle.
- Minimum Education (or substitute experience) required: High School Diploma/GED
- College degree preferred but not required.