

**Job Title: Account Executive**

**Reports To: VP, Sales North America**

**Department / Division: Sales**

ContractPodAi® is one of the fastest growing legal technology start-up businesses in the world. Our proprietary software brings substantial efficiencies to the legal function of major and international businesses across all sectors. Our customers comprise top global brands across all industries and in every continent. Our employees are smart, creative and collaborative. We work hard, support each other and enjoy great benefits and perks! ContractPodAi offers a challenging and fun environment that drives personal and professional growth.

### **The Role**

We are looking for an experienced and highly motivated Account Executive to join our North American sales team. Reporting to our VP Sales NA, this role offers true career development potential for the right candidate.

<b>Job Responsibilities</b>
• Meeting monthly and quarterly sales targets consistently
• Designing strategies that address customer needs and issues while meeting assigned quota
• Understanding and being passionate about the company's vision and being able to articulate that to the customers
• Targeting and prioritizing accounts and activities
• Strategically planning sales calls by outlined objectives and action steps
• Reading the market and recognizing the trends
• Demonstrates knowledge of account history, the processes, and procedures specific to each account
• Forecasting with razor sharp focus and aligning to the monthly/quarterly targets
• Building and owning "the art" and "the science" behind high performance product demonstrations and elevated pitches
• Responding to customers' requests and problems with appropriate timeliness and concern, Developing professional credibility and trust with the customer
• Maintaining sales activities within Salesforce with high level of hygiene
• Grasping customers use case and being able to deliver high performance sales presentations and demos on product fit for each use case

**Core Competency Group: Account Executive**





Requirements
• This position requires a bachelor’s degree or equivalent
• At least 3 years’ sales experience with a proven track record in meeting quota.
• SaaS sales experience is necessary, selling to lawyers desirable
• Proven track record of meeting and over delivering of sales quota
• Proficient in MS Office and Sales Management Software
• Requires travel
• Track record of high performance and high-pressure intake

**Sales Competencies**

Summary of sales competencies necessary to be successful in this position:

Area	Competency	Definition
<b>Selling Skills</b>	1. Sales Approach	Handling different sales scenarios; setting agenda; following sales process guidance; presenting company value propositions
	2. Active Listening	Capturing verbal queues; repeats back input; working with reluctant talkers; frequency of interruption; obtains (and documents) insight from verbal interactions with peers, superiors, and subordinates
	3. Sales Process Execution	The ability to sell the way your buyers want to buy; advance sales opportunities using a systematic approach; manage multiple buying influencers by developing customized strategies for each
	4. Closing ability	Concluding sales campaigns successfully after they have progressed past Needs Development; closing late stage deals; developing reasons for prospects to act
	5. Objection handling	Handling competitive, price, resource, and risk challenges to proposed solutions; presenting responses to objections; gaining prospect/client acceptance to proposed solutions
	6. Negotiating	Using give-get frameworks; representing company interests; leaving clients, partners, and prospects with feelings about how a deal was obtained but not at cost of corporate well-being
	7. Managing sales support resources	Managing the impact of internal resources in a sales campaign; gaining cooperation of external resources to participate as a sales campaign resource; maintaining business relationships with internal support staff

Area	Competency	Definition
<b>Selling Knowledge</b>	8. Learning new solutions	Absorbing new solution/service information; presenting and closing deals on new offerings; incorporating positioning for new offerings into existing sales campaigns
	9. Converting strategy to tactics	Developing tactics to implement internal corporate sales strategy; linking customer strategic goals into solutions

