**Position Description:**  
The Account Executive (AE) is responsible for the sale of DataServ Software as a Service (SaaS) to targeted prospects. The AE’s primary responsibility is to identify new business opportunities. The AE lives the principals of strategic account management including: account planning, business development, communication, executive sponsorship, understanding cultural issues with different organizations, working with internal and external teams, leading business relationship efforts, effectively following steps in the sales process, monitoring contract negotiations and assisting legal staff, closing, and exceeding client satisfaction. This position is primarily a Business Development “**hunter**” role.

This position reports to the CEO/Managing Partner or Director/Manager of Sales.

**RESPONSIBILITIES:**

Essential Functions

* Develops a full understanding of the client’s business processes and operations; builds a business case and ROI with the prospect.
* Cultivates executive level business unit relationships.
* Sells solutions at all business levels.
* Possesses an in-depth understanding of the strategy and offerings of DataServ; knows when and how to demonstrate the value our solutions bring within each account.
* Functions as an “intrapreneur”, maneuvering within prospect and client organizations to consistently create new value for the DataServ/client partnership.

Competencies

* Communication
* Trust / Ethical Practice
* Cultural Awareness / Values
* Relationship Management
* Consultation

**WORK ENVIRONMENT**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, printers, telephones, photocopiers, and filing cabinets. As a Software-as-a-Service (SaaS) company, employee must be technically savvy with the ability to use the computer/keyboard to conduct business.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; talk or hear.

**POSITION TYPE/EXPECTED HOURS OF WORK**

This is a full-time, exempt position with days of work Monday through Friday and with hours scheduled around core hours of operation.

**TRAVEL**

Up to 30% travel is expected for this position.

**REQUIRED EDUCATION/EXPERIENCE**

* Bachelor’s degree in business or related field.
* Minimum 5 years direct sales experience with complex, intangible, technical solutions; selling to business unit leaders (CFO, VP, Controller, Director, etc.).
* Business and financial acumen; experience performing ROI analysis and constructing business case models.
* Ability to develop and manage client relationships at all levels of an organization both internally and externally.
* Possesses strategic visioning and planning skills.
* Ability to problem-solve with tendency towards innovation.
* Strong negotiation skills with a value-orientation.
* Professional, powerful group presentation skills.
* Internal selling skills and client selling skills which includes industry / product / service knowledge about the company as well as industry / market / product / service knowledge about the client.
* Ability to work independently; ability to independently set and achieves goals.
* Operate with a sense of urgency.
* Effectively participate within a team.
* Ability to influence without authority and build consensus without force.
* Personal and professional growth and achievement oriented.

**PREFERRED EDUCATION/EXPERIENCE**

* MBA a plus
* Demonstrates knowledge and understanding of document automation solutions
* Prior Sales experience in selling SaaS/Cloud Applications
* Past experience selling to top level executives in finance/accounting and human resources.

**ADDITIONAL QUALIFICATIONS**

* Proven analytical thinking and problem-solving skills.
* Must exhibit strong written, verbal and listening communication skills.
* Ability and desire to thrive in a team-oriented, fast-paced environment.

**AAP/EEO STATEMENT**

DataServ is an Equal Opportunity Employer/Vet/Disabled.

I have received a copy of this job description and reviewed the responsibilities of this position. I understand that if I have any questions about the duties or responsibilities of this position, I will speak to my Manager or Supervisor. Signing below constitutes my understanding of the requirements, essential functions and duties of the position.

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Employee Signature Date

**Please Note:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.