**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. This individual 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 Director, Sales and Marketing.

**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.
* Has the ability to sell 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.
* The more complex skills associated with an Account Executive resides in the ability to function as an “intrapreneur”, maneuvering within prospect and client organizations to consistently create new value for the DataServ/client partnership.

Competencies

* Communication
* Relationship Management
* Consultation
* Teamwork
* Problem Solving / Results
* Trust / Ethical Practice
* Cultural Awareness / Values

**WORK ENVIRONMENT**

This job operates in a professional office environment or can operate remotely. 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. The employee must occasionally lift or move office products and supplies up to 20 pounds.

**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. Occasional evening and weekend work may be required as job duties demand.

**TRAVEL**

Up to 25% of travel is expected for this position. If this position is remote and outside the St. Louis area, travel is anticipated 2-4 times per year to stay in touch with team members and the Manager.

**REQUIRED EDUCATION/EXPERIENCE**

* Bachelor’s degree in business or related field, MBA a plus.
* Minimum of 6-10 years direct sales experience with complex, intangible, technical solutions; selling to business unit leaders (CFO, VP, Controller, Director, etc.).

**PREFERRED EDUCATION/EXPERIENCE**

* Demonstrates knowledge and understanding of document automation solutions preferred but not essential
* Prior Sales experience in selling SaaS/Cloud Applications helpful
* Past experience selling to top level executives in finance/accounting and human resources a big plus.

**ADDITIONAL QUALIFICATIONS**

* 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
* 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.