

JOB DESCRIPTION

Position Title: Account Manager
Department: Sales
Reports To: Regional Sales Manager
FLSA status: Exempt

Position Summary:

Sells products to and services accounts via telephone. Educates existing clients on new product offerings, upgrades and services. Works with assigned Regional Sales Manager to drive revenue from the existing base of accounts, as well as, cold calling for new prospects. Operates under moderate supervision. Requires at least 2 years of inside sales or telemarketing experience in the software industry.

Essential Functions:

- Develop an expert-level of knowledge for all Bridgeway Software applications and associated modules.
- Builds list of prospects from cold calling into the Corporate legal arena.
- Build deep relationships within existing accounts, growing the total number of touch points in the account and developing strategies to support the client's goals.
- Conducts product demos and presentations in Webex to existing customers.
- Take inbound phone calls from existing customers to assist them in purchasing new licenses, products and services.
- Identify needs and where appropriate sell pre-packaged services and/or report writing.
- Support and attend sales events.
- Update Saleslogix.

Essential Qualifications:

- Bachelor's degree
- Two years telemarketing, inside sales or account management experience
- Excellent telephone selling skills.
- Good communication and interpersonal skills.
- General knowledge of business software applications, including contact management software and Webex.

Travel - 10%.

Work Environment

General office. Heavy telephone usage. No special physical demands required.