

JOB DESCRIPTION

Position Title: Regional Sales Manager
Department: Sales
Reports To: Executive Vice President Client Services
FLSA Status: Exempt

Position Summary:

Sells company's products and services in the corporate legal market to new and current users in an assigned geographic region through direct, face-to-face contact. Maintains an up-to-date understanding of industry trends and technical developments that effect target markets.

Essential Functions:

- Sells products/services to new customers in an assigned geographic area to achieve or exceed assigned revenue objectives.
- Performs sales presentations to match company's products with identified needs.
- Remains knowledgeable of company's products to facilitate sales efforts.
- Participates in sales forecasting and planning.
- Maintains sales records and prospect database as required.
- Attends legal trade shows and User Group meetings.
- Provides follow-up with customers to ensure customer satisfaction with products and/or services provided.

Essential Qualifications:

- A Bachelor's degree or equivalent work experience.
- Ten plus years of sales experience with a software organization selling software and related products and services in the corporate legal market.
- eDiscovery experience a plus.
- Excellent communication and interpersonal skills.
- Develop and deliver sales presentations and close sales in a professional and effective manner.
- General knowledge of business software applications, including contact management software.
- Travel approximately 25-35%

Work Environment

General office. No special physical demands required.