



Job Description:

Job Overview:

Welcome to Smith, Hall, and Tunson Legal Services where we stand behind every service, every time.

Smith, Hall, and Tunson Legal Services is the most diligent, reliable, and we'll enforced legal service provider in the industry. Our market strategy is a of networking of committed professionals dedicated process service. With demand comes excellence all in all, you've found the right people for the job.

Smith, Hall, and Tunson Legal Services has trained specialists to execute and complete the legal services offered. We are amongst if not the market competitors who lead in legal support to the many. Regardless of the case complex we deliver. We are looking for a dynamic, high-performing Account Rep with experience selling technology and/or other services over the phone, by email, and via web-based presentations. You will be responsible for managing a client book and proactively reaching out to ensure client satisfaction/retention while continuously hunting and closing new business. The ideal candidate has a history of bringing on new business and hitting sales quotas, and loves the challenges that come with outbound prospecting in a competitive market. You will be commissioned 5 to 10 percent of every contract you close for the duration of the contract.

Responsibilities for Account Executive:

- Create detailed business plans to facilitate the attainment of goals and quotas
- Manage the entire sales cycle from finding a client to securing a deal
- Unearth new sales opportunities through networking and turn them into long term partnerships
- Present products to prospective clients
- Provide professional after-sales support to enhance the customers' dedication
- Remain in frequent contact with the clients in your responsibility to understand their needs
- Respond to complaints and resolve issues aiming to customer contentment and the preservation of the company's reputation
- Negotiate agreements and keep records of sales and data

Qualifications for Account Executive:

- **Proven experience as an Account Executive, or in other sales/customer service role**
- **Knowledge of market research, sales and negotiating principles**
- **Outstanding knowledge of MS Office; knowledge of CRM software (eg. Salesforce) is a plus**
- **Excellent communication/presentation skills and ability to build relationships**
- **Organizational and time-management skills**
- **A business acumen**
- **Enthusiastic and passionate**
- **BSc or BA in business administration, sales or marketing**