

# Complete Document Solutions

## Account Executive

As an Account Executive at Complete Document Solutions, you will positively impact organizations and the lives of the people who work there through transforming how they can efficiently and more productively complete their work. You will get to explore and identify problems within client's organizations which they either don't know exist or have not been able to find a way to resolve and bring fully vetted solutions that free them to do their core purpose.

### Job Summary

The Complete Document Solutions Account Executive is a full cycle outside sales role. Responsible for all stages in the sales cycle, from prospecting through closing and account management. This role is for a self-motivated individual that can build long term relationships based on mutually beneficial principles of solving problems with technology. The ideal candidate is customer-oriented with a drive to achieve goals and maintain a great customer experience. This is a hybrid position to optimize time in field with clients or using technology to move sales forward, while meeting internal expectations.

### Responsibilities:

- ✓ Work with key accounts to provide product solutions and IT Services, develop new business, and to ensure satisfaction. The role is roughly 80% hunter, 20% farmer.
- ✓ Develop strategic plans to introduce and implement IT Services, Canon technology, service, software, and 3rd party solutions to address customer requirements.
- ✓ Serve as primary day to day liaison with assigned clients and maintain positive ongoing high-level relationships with your customer base that will promote long-term working partnerships
- ✓ Actively maintain a thorough and quality CRM data base for your assigned territory, to build strategic and tactical plans so you can overachieve your personal goals.
- ✓ New market share is gained through strategic prospecting and ability to meet customer requirements by utilizing all resources available.
- ✓ Manage multiple projects simultaneously while interfacing with different internal and external contacts to assure complete success.
- ✓ Expand product and service footprint in current clients.
- ✓ Consistently close sales and achieve monthly activity and profitability goals.
- ✓ Be a constant learner striving to continuously improve your skills and knowledge

## Qualifications

- ✓ Bachelor's degree or equivalent experience
- ✓ 1-3 years of outside B2B sales experience in IT Services, office technology and SaaS.
- ✓ Strong negotiation, presentation, and communication skills.
- ✓ An interest in learning new technology in an evolving industry.
- ✓ Ability to work autonomously with excellent time management.
- ✓ Some travel required within a local market (a valid driver's license, reliable vehicle, an acceptable driving record and insurance).