

Account Executive – Sales & Business Development

Location: Houston, TX

Job Overview:

Our company is experiencing an exciting growth period and we are looking to add a litigation support sales professional to assist in the Houston and National E-discovery market. This is an excellent opportunity for an entrepreneurial self starter to join a dynamic professional team.

Job Description:

The Account Executive is responsible for a minimum annual quota as assigned through territory sales and business development. Primary functions would be to sell services in the litigation support field, including but not limited to, e-discovery, imaging, and data collections, etc.

Job Responsibilities:

- Become fully knowledgeable with all services offered by Paradigm-ES
- Prospect new clients via networking, phone, and email into target verticals for qualified interest
- Maintain and grow existing customer business to meet weekly, monthly, yearly sales goals
- Establish and cultivate client relationships to ensure client loyalty
- Achieve sales goals by effectively planning and scheduling required sales activity
- Record sales orders to ensure client specifications are completed accurately and timely
- Attend/Host networking events to further develop industry knowledge and develop business relationships
- Serve as main point of contact for assigned and potential customers within territory
- Enter and update all information into sales database for proper documentation and tracking
- Partner with other department staff as needed for sales operations, pricing, billing, credit management, etc.
- Act as an integral part in internal processes and procedures in order to improve productivity of the team
- Other duties as assigned

Qualifications:

- Associates Degree, or equivalent experience (Bachelors Degree preferred)
- 1-3 years of vertical sales experience (Legal Sales experience a plus)
- Experience in Business to Business company model preferred
- Proven written and oral communication skills
- Excellent time management and organizational skills
- Good interpersonal and customer service skills
- Strong multi-tasking ability with attention to detail