



## Career Opportunity - Senior Account Executive / Los Angeles and Surrounding areas

The Account Executive position focuses on developing new business development opportunities for all service offerings available through *ASAP Legal, LLC*. This position will focus on actively and successfully pursuing new clients and grow existing book of business by incorporating cross selling techniques. The Account Executive will also be responsible for client relationship maintenance at key accounts within the prescribed account development cycle. This role will be a part of the *ASAP Legal LLC Team*. ***This position will be approximately 75% client-facing and 25% inside sales.***

### Primary Duties:

- Actively pursue New Business Development opportunities and generate new revenue from Key Accounts
- Develop and execute a Regional Strategic Sales Plan with sales targets, goals and objectives within concert with management
- Conduct and deliver client presentation in-person, phone conference or virtually on an as needed basis
- Maintain all account and client detail information accurately
- Represent our company at client-facing social events as needed and assigned by management
- Maintain high level confidentiality with regards to all internal, external matters and other material as deemed necessary
- Maintain knowledge on current industry trends by reading periodicals, evaluating new emerging markets and attending seminars and trade sessions as needed
- Meet or exceed established sales goals and objectives as prescribed by management
- Prepare Weekly/Monthly/Quarterly reports as directed by management
- Develop and maintain an excellent working relationship with other departments, staff and coworkers to make sure we exceed the customer's expectations and needs

## **Job Qualifications:**

- A Minimum of 4 Years professional solutions-based outside sales experience in a fast paced, multifaceted attorney service and/or legal environment
- Successful track record in developing and executing strategic business develop action plans within a prescribed territory and generating SARG (same account revenue growth) from existing client base by leveraging cross selling opportunities and other best practices
- Demonstrate an ability to effectively manager internal and external client-facing relationships to leverage best in class customer service experience for new and existing clients
- Champion for exceptional customer service in providing business solutions to anticipate and meet client base needs
- A commitment to excellence and to making a difference; results driven, improvement focused, and action-oriented self-starter who can handle various responsibilities simultaneously and proactively and continually look for a better way of doing things

If you are interested and have what it takes, please contact me as soon as possible at [ezra@asapelgal.com](mailto:ezra@asapelgal.com)

**Thank You!**