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Job Title: Codification Account Manager, Michigan

Department: Codification Sales

Reports to: VP Sales

General Description of the Position

The Codification Account Manager (CAM) is responsible for growing top-line revenue through the discovery and acquisition of new Codification Service (CS) engagements in new and existing municipal clients using a consultative sales approach. Each territory contains existing customer accounts, as well as target accounts for new business development. This role's success is measured by the achievement of all sales metrics (sales revenue, product mix, prospecting calls, demonstrations & proposals), as well as a pipeline quota of 3X the annual goal. This territory is located in Michigan. The account manager will reside in Rochester with an expectation of 25% travel.

Primary Responsibilities and Duties

Develop new and current customers, through an outbound phone and face to face solution based sales approach to identify new CS opportunities using the tools such as (but not limited to):

- Customer Presentations and meetings
- Solution Demonstrations
- Pricing and Territory Analysis
- Attendance at municipal events

Achieve assigned sales targets within the quarterly and annual time-frame

Prospect within defined territory to uncover new CS opportunities

Identify leads and referrals for the Document Management line of business

Develop and maintain account profile for every account within CRM

Document all activities including new business forecast within CRM

Engage specialist team members as required (Codification Solutions Consultants) in such activities as:

- Customer History and relationships
- Solution Architecture
- Project Pricing

Collaborate with internal Solution consultants, Operations teams and Production staff as required.

Qualifications

- BS / BA degree
- Minimum 5 years field sales experience.
- Demonstrated ability to close sales
- Experience selling publishing services and or application software
- Reside in Rochester NY with a 25% travel expectation into Michigan

Key Competencies/attributes

- Effective written and verbal communication skills
- Strong interpersonal skills
- Effective collaboration and teamwork skills
- Strong negotiation skills
- Good organizational and time management skills
- Problem-solving abilities; ability to think outside the box
- Self-motivated and able to manage home office
- Good overall working knowledge of MS Office Applications and the MS Windows environment