

**Job Description:**

SDS is seeking an energetic, outgoing Sales professional to expand our service within the downtown Los Angeles legal and corporate market. As an Account Manager for SDS, you will call upon Attorneys, Administrators and other support personnel who require document support when dealing with document intensive legal or corporate matters. You will become a consultant in the document support area and develop strong relationships with each client to fulfill their document support needs.

**Responsibilities Include:**

- Develop strong business relationships with accounts and each individual client
- Find the best document support solution to meet each client's document support needs
- Conduct one on one sales meetings with potential prospects in the legal and corporate community
- Prospect within your own territory and develop new clients and accounts
- Gather market data (e.g. competitors, customer behaviors etc.) and communicate this to SDS
- Conduct other meetings such as lunches, dinners etc. that will expand the number of users in the Downtown market place
- Document Support experience is required

**Skills / Characteristics Needed:**

- Ability to manage multiple projects and set priorities on a daily basis
- High energy, outgoing personality that adapts well to a variety of types of individuals and different levels within each organization
- Customer focused by surpassing client expectations
- Strong communication skills
- Must be detail oriented, extremely organized, goal oriented and an individual that thinks "Outside the box" in order to gain a client's business.
- Self-motivated, extremely fast-paced and willing to "Break a sweat" for the client.
- Must be able to lift boxes filled with documents or other media
- Flexible schedule is needed to meet customer needs during trial or discovery phases in the legal process.