

**Job Title: Corporate Account Executive**

**Department: Sales & Business Development**

**Location: Calgary**

ComplyWorks Ltd. is a compliance management solution company with offices in Calgary, Toronto, and South Africa. As a global leader in compliance management, ComplyWorks actively works to bring innovative solutions to the marketplace, while retaining its focus on its clients. Since inception in 2004, ComplyWorks has continued to expand its offerings to cover the entire compliance lifecycle, from contractor management, through to workforce and worksite management.

The ComplyWorks team is made up of incredibly smart, talented and accomplished people from around the world. With an amazing culture, an appreciation for outstanding customer experience, a great work life balance and for lifetime learning; we are changing the world of compliance management. At Complyworks, we build trusted relationships with all stakeholders and have earned a reputation for our innovation, integrity, leadership, safety and uncompromising ethics.

### **Position Overview**

We are seeking a Corporate Account Executive out of our Calgary head office. Reporting to the Vice President, Business Development, the Corporate Account Executive is responsible for overall deployment of the ComplyWorks Solutions in key corporate accounts (with international expectations), along with maintaining the relationship. The Corporate Account Executive serves as the primary contact for the key corporate accounts.

### **Essential Job Functions**

#### **Project Management**

- Coordinates key corporate account's project activities, information, administers meetings and facilitates to keep projects moving to reach milestones
- Creates, maintains, and reports on project plans
- Manages project timeline and guides project team through project specific tasks
- Open and efficient communication with key corporate account and internal ComplyWorks stakeholders
- Coordinate and collaborates with appropriate internal ComplyWorks stakeholders to complete tasks

#### **Business Development**

- Development of plans to maximize revenue opportunities related to key corporate account roll out
- Development of "Sell through approach"
- Develop and maintain relationships throughout the key corporate account's organization
- Meet and drive growth outcomes/revenue for assigned accounts.

#### **General**

- Maintains a complete knowledge of the ComplyWorks' Solutions and additional products as they become available
- Maintains extensive knowledge of market conditions
- Supports ComplyWorks overall growth strategies
- Some travel required, ComplyWorks pays all work-related expenses.

### **Required Skills**

- 5 years of Project Management experience (experience in and knowledge of SaaS / Business Technology industry is preferred)
- 5 years of Sales or Business Development experience
- An undergraduate degree with a major/minor in business, or equivalent work experience in a SaaS environment is preferred
- PMP Certification
- Self- starter, confident professional with strong written, verbal and presentation skills; ability to translate technical information into everyday terms
- Demonstrates success in building and growing large accounts
- Flexibility to adapt and manage within a fast-paced, dynamic business environment
- Understands how to strategically and effectively navigate large, complex organizations

- Ability to interface with all required levels at a customer (entry level to senior executive)
- Ability to work under pressure, organize and prioritize responsibilities
- Strong analytical skills, strategic thinking, solutions oriented, relationship building
- Must be very comfortable with Microsoft Outlook, Excel, Word and Project. (Experience using other Microsoft Office programs is an asset)
- Fluent in written and spoken English
- Fluent in written and spoken Spanish, French or other languages is an asset

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

**Applying**

Please email a cover letter and resume to [careers@complyworks.com](mailto:careers@complyworks.com) no later than January 24, 2018 with “Corporate Account Executive” in the subject line. We will review applications and contact selected candidates in February. The expected start is February/March 2018.