



Job Title: Sales Executive

Department: Sales

Location: Toronto

ComplyWorks Ltd. (ComplyWorks) 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

Reporting directly to the Eastern Regional Sales Manager, the Sales Executive is responsible for building new client accounts and generating revenue through outside sales for ComplyWorks to meet or exceed predefined sales goals and objectives.

Essential Job Functions/ Responsibilities:

- Accept and drive towards assigned sales quota through outside sales
- Responsible for assisting in the deliverance of sales objectives
- Create and present territory strategies
- Development and execution of prospecting objectives to maintain a sales funnel
- Maintain full product knowledge of the ComplyWorks' Compliance Management Solution and additional products as they become available
- Work with ComplyWorks internal sales tracking tools & systems
- Performance of sales presentations at all levels
- Write up contracts following policies and procedures for management approval
- Build a sales funnel of new opportunities
- Provide monthly updates on prospective clients to VP, Business Development
- Work with all the departments within ComplyWorks in a professional manner to help meet the revenue growth of the company.
- Work closely with Client Relationship Management and Business Solution teams to understand prospective clients processes and ensure smooth client transition after client signs contract
- Work with Marketing team to help develop marketing material
- Attend trade functions and events as needed

Qualifications

- 2-5 years sales experience as a sales person; preferable experience in software, SaaS, or technology sales
- Bachelor's in Business Management, Business Administration or Marketing or an equivalent combination of education and experience preferred
- Demonstrated sales and customer service skills must interact with internal and external customers in a cooperative and professional manner.
- Comfortable with cold calling and un-covering customer needs and demonstrating our products by phone
- Self- starter, confident professional with excellent interpersonal and communication skills
- Driven, organized, and energetic
- Ability to apply product knowledge when recommending services
- Must be very comfortable with Microsoft Office products (Outlook, Word, Excel, PowerPoint)
- Proficient at working in a team environment
- Maintain regular and timely attendance is essential
- High attention to detail
- Fluent in written and spoken English

- Fluent in written and spoken French is an asset
- The successful applicant must have a reliable vehicle and valid drivers' license. ComplyWorks pays car allowance and work-related expenses.

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 with "Sales Executive" in the subject line. Position is open until it is filled.