

## POSITION SPECIFICATION

<b>Position Title:</b>	Account Manager	<b>Location:</b>	Regina, SK
<b>Compensation:</b>	Competitive compensation package + benefits	<b>Contact Information:</b>	<p>Allison Dwyer            Partner  <a href="mailto:Dwyer@summitsearchgroup.com">Dwyer@summitsearchgroup.com</a>            (905) 257-9300, Ext. 225</p> <p>Matt Erhard            Managing Partner  <a href="mailto:Erhard@summitsearchgroup.com">Erhard@summitsearchgroup.com</a></p> <p>Jessica Alcock            Consultant  <a href="mailto:Jessica.Alcock@summitsearchgroup.com">Jessica.Alcock@summitsearchgroup.com</a>            (905) 257-9300, Ext. 229</p>
<b>About Our Client:</b>	Confidential.		
<b>Position Scope:</b>	<p>Our client requires a dedicated sales and training resource to strengthen and support the strategic management and growth for current and future key customers. The ideal candidate will have first-hand knowledge of the conveyancing process in Saskatchewan. Using superior communication and presentation skills the incumbent will introduce, demonstrate and support the product and it's benefits to potential and existing customers in the legal industry. This person will be able to demonstrate value proposition to clients while leveraging relationship, and long term strategic advantage to clients.</p>		
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Identify and develop new business opportunities in the legal industry</li> <li>• Present product demonstrations to potential customers in legal field and be able to identify solutions specific to client's environment and needs. Generally, promote usage of all of the company's software products</li> <li>• Accelerate adoption of real estate software program by training new users</li> <li>• Provide in person and web based training for new and existing clients</li> <li>• Maintain and nurture relationships with new and existing clients and industry partners</li> <li>• Solicit feedback regarding products &amp; services, and work with internal stakeholders for development and market intelligence</li> <li>• Develop and execute strategic account management plans</li> </ul>		
<b>Required Skills and Knowledge:</b>	<ul style="list-style-type: none"> <li>• Excellent communication (both written and oral), interpersonal and organization skills</li> <li>• Demonstrated ability to work independently and as part of a team</li> </ul>		

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- Detail orientated and able to multi task while working in a fast paced environment
- Intermediate knowledge of MS Word, MS Excel and MS PowerPoint
- Knowledge of The Conveyancer an asset
- Demonstrated aptitude for software product knowledge and sales success

**Education and Experience:**

- Minimum 2 years' experience in Saskatchewan conveyancing and understanding of real estate process
- Paralegal or Law Clerk experience preferred

**Application Instructions:**

To apply, please send a resume to Jessica Alcock at [Jessica.Alcock@summitsearchgroup.com](mailto:Jessica.Alcock@summitsearchgroup.com)