

INSIGHT LEGAL

S O F T W A R E

JOB TITLE	Pre-Sales Executive
PLACE OF WORK	Farnborough, Hampshire
DIRECT REPORTS	None
PRINCIPLE REPORT	Head of Sales
SECONDARY REPORT	CEO

SCOPE AND GENERAL PURPOSE:

The Pre-Sales Executive is responsible for engaging prospective customers, building rapport and maintaining good relationships to secure demos and onboard new customers.

The Pre-Sales Executive will be the first point of contact between Insight Legal and the prospective customer, and as such we would need the Pre-Sales Executive to consistently demonstrate the Insight Legal Values of being an **Expert** on our products, being **Passionate** about the services & products we offer and being **Supportive** of our customer needs.

KEY TASKS AND DUTIES, ACTIONS AND RESPONSIBILITIES:

The key responsibility of this role is to meet daily KPI's with regards to the number of quality contacts made with prospective clients with the overall aim of securing demos. This involves:

- Engaging and being able to sell to a variety of personalities.
- Having excellent product knowledge, and being able to articulate the features and benefits & value that Insight Legal software can add to their business.
- Managing your calendar and the company CRM to ensure you promptly follow up any call-backs, keep good notes from every telephone conversation to assist the customer's experience on the sales/onboarding journey.
- Participate in regular team meetings, to ensure the customers are getting the best possible service, and there is strong communication/handover within the team.
- Undertake any other duties as requested by the Management Team.

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PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Skills	<ul style="list-style-type: none">- Proven sales skills, demonstrated by sales figures- Able to build a strong rapport with a range of personalities- Strong Computer Literacy- Engaging demo skills	
Experience	<ul style="list-style-type: none">- Previous sales experience in a telephone based B2B or B2C role.	<ul style="list-style-type: none">- Experience with Legal Software Sales
Knowledge	<ul style="list-style-type: none">- Good understanding of software sales and SaaS price model	<ul style="list-style-type: none">- Basic understanding of accounting processes
Personal Attributes	<ul style="list-style-type: none">- Self-starter- Looking for a real challenge- Enthusiastic towards their work- Ability to take the initiative- Resilient- Professional- Keen eye for 'attention to detail'- Can do will do attitude- Customer focused- Career orientated- Committed to continuous professional development- Driving licence and own transport	