



eDiscovery Solutions Director (Job Description)

Position:	eDiscovery Solutions Director	Posting Date:	10-2016
Start Date:	Immediate	Type:	Full-time
Location:	Lexbe Offices in Austin, TX	Contact:	hr@lexbe.com

OVERVIEW

Because of strong growth, Lexbe is looking to add two eDiscovery Solutions Directors to help develop and close new eDiscovery opportunities and grow an existing book of business. This is an outstanding career opportunity to sell Lexbe eDiscovery software and services using a consultative and account management sales approach. The market includes law firms and corporations involved in litigation. The right candidates will have a tremendous opportunity to take over existing accounts in high growth territories that have outstanding earning potential. The Lexbe eDiscovery Solutions Directors are supported with marketing campaigns that drive inbound leads.

ABOUT LEXBE

Lexbe is an Austin-based provider of cloud-based electronic discovery services and software for law firms and organizations involved in complex litigation. This is a \$10 billion market opportunity that is growing at 10% annually. Lexbe has developed the industry's most advanced and affordable cloud-based solution that is poised to displace legacy solutions that lack the accuracy, flexibility and cost effectiveness to deliver litigation effectiveness considering the exponential growth of electronically stored information. We are in north Austin (Mopac and 183). www.lexbe.com

JOB ACTIVITIES

- >Sell Lexbe eDiscovery Software and services to new customers and cross-sell to existing customers.
- >Continuously identify opportunities for customer development and revenue growth within territory and assigned accounts.
- >Follow-up on web and phone enquiries, leads driven via webinars, email promotions, trade shows and events, and cold-calling, using consultative and relationship management.
- >Research law firms and corporations within territory meeting Lexbe sales profile requirements to identify potential prospects sufficient to build a pipeline.
- >Initiate proactive outbound emails and phone follow up calls,

- >Maintain account management of existing customer, build and enhance relationships and cross-sell new opportunities.
- >Responsible for achievement of quarterly, year-to-date and annual sales goals/targets.
- >Coordinate and ensure successful customer onboarding and account management.
- >Utilize Lexbe CRM to ensure activities are documented properly, opportunities are forecasted accurately and adequate information regarding the prospect and/or opportunity is communicated.
- >Follow company policies and procedures and additional sales-related duties.

REQUIRED SKILLS & EXPERIENCE

- >BA or BS from 4-year college or university.
- >Minimum 2+ years sales experience in a B2B or legal commercial sales role.
- >Demonstrated expertise in orchestrating resources to influence decision makers and navigate deals to closure.
- >Strong ability to learn the market and communicate with authority on the topics that are relevant to prospects and customers.
- >A highly motivated self-starter.
- >Experience in eDiscovery directly or selling technology solutions generally to lawyers and law firms.
- >Excellent business writing and phone communication skills.
- >Strong ability to manage the sales cycle from start to finish and provide accurate sales forecasts.
- >Must be organized and detail-oriented with excellent follow-up skills.
- >Prioritize multiple tasks in a fast-paced team environment.
- >Minimum 2 years experience utilizing CRM systems
- >Strong computer knowledge required, including Microsoft Word; Microsoft Excel; Internet Explorer; eDiscovery Software generally.
- >Excellent references from prior supervisors required.

conduct demos, and prepare proposals.

OTHER DETAILS

>Work in-office. Travel requirements are rare.

>Able to walk/sit/stand as needed for extended periods of time and lift 30 Lbs unassisted. Able to type 60 wpm and have intermediate computer skills.

>Participation in a company-wide profit-sharing program for full-time staff after one month working.

>Standard health-care benefits beginning 1/2017.

>Must be able to clear a comprehensive background check.

APPLICATION

>Please email a cover letter explaining your interest, and your detailed resume to hr@lexbe.com.

>We conduct standard background and security checks.