

Position Title: Sales Executive

Job Type: Full-time

About Hopdox

Hopdox is the leading innovator in eRecording, dedicated to making document recording **simply better** for counties, title companies, banks, and attorneys nationwide. We believe in more than just great technology—we believe in building relationships, creating memorable experiences, and making a positive impact in the local communities we serve.

Job Summary

This is a full-time remote role for a Sales Executive. The Sales Executive will be responsible for driving sales, building relationships with clients, and meeting sales targets, within an assigned territory. Day-to-day tasks include prospecting, conducting sales calls, demonstrating the product, and closing deals to contribute to the company's growth. Attendance at customer events and conferences in the territory is also a big part of the job.

A successful salesperson will be able to find and contact potential customers, schedule and provide demos, sell, and onboard new customers and then maintain contact to assure each customer is completely satisfied. Some customer support, problem solving, and being an advocate for each Customer is also part of the job.

We want people who are committed to success, eager to work hard, and enjoy interacting in a professional, friendly environment.

Key Responsibilities:

- Grow and brand Hopdox throughout assigned territory, Submitters and Counties.
- Close business! Sell Hopdox to new submitters...cold-call, email, marketing reachout, conference attendance, Teams meetings, phone calls, face-to-face....
- Manage Territory (staff, goals, growth plans, troubleshooting)
- Support internal development and growth strategies.
- Negotiate pricing. We don't ever want to lose a potential customer over price alone.

- Attend submitter events, meetings, appointments, conferences, etc. to promote and sell Hopdox
- Competently and consistently use Hopdox designated software (HubSpot, Hopdox, Teams, Microsoft365)
- Aggressively problem-solve when there are issues affecting customers.
- Represent the Hopdox brand during all business activities.
- Work collaboratively with Hopdox staff to provide the best customer experience for customers.
- Provide submitter feedback.
- Maintain relationship with existing submitters to assure continued satisfaction and loyalty.

Qualifications:

- Sales Experience, Relationship Building, and Meeting Sales Targets
- Excellent Communication and Problem Solving Skills
- Ability to Work Independently and be Self-Motivated
- Knowledge of eRecording or Real Estate Industry is a plus
- Overnight, periodic travel is a requirement
- Only self-starters who are ready for an amazing opportunity with a great company need apply!

Key skills—focus:

- Build the Territory!
- Close deals
- Sell, train, support
- Build relationships
- Cultivate loyalty