

**DIRECTOR OF SALES****Reporting to:** CEO**Department:** Sales*Overview*

Join Octacom's client-focused team in the business process automation and document management industry. Octacom delivers solutions to automate processes enabling clients to efficiently manage and access critical business information; our focus is on digital transformation, accounts payable automation, accounts receivable automation and business process outsourcing (BPO) services. We are passionate about delivering high quality solutions that seamlessly integrate with our clients' systems.

Octacom is looking for a passionate and versatile salesperson who is ready to work on a small team and is eager to sell and deliver big solutions. The primary role of the Director of Sales is to identify and develop new business opportunities within Octacom's core services and solutions, helping to achieve the company's ambitious sales targets. To be successful, the Director of Sales must become an expert in Octacom's services, solutions and tools in order to think big and communicate clearly about how Octacom delivers quality solutions to clients. The Director of Sales will primarily be focused on growing Octacom's Accounts Payable Automation software and services.

The Director of Sales will build long-term relationships with new and existing clients and therefore will play a key role in managing the client relationship in pre-sales, contract negotiations and post-sales. This involves working closely with Octacom's Client Service, Operations and IT teams. Once implementation is underway, Octacom's Client Service team is responsible for client onboarding and support.

This role will receive support from the other members of the Leadership Team, including the CEO, CTO, Director of IT and Solutions, Director of Client Service and Operations Manager.

The role is located in our Richmond Hill, Ontario office and is a hybrid of onsite/remote.

### *Requirements*

- 5+ years' experience in a sales capacity in B2B services or software
- Excellent verbal and written communication skills, as well as strong organizational skills
- Strong problem-solving and time management skills
- Proven self-starter with motivation to improve the client sales and onboarding experience
- Experience and comfort working with C-level executives within sales processes
- Expertise in managing multi-stakeholder sales cycles and closing large deals
- Ability to prospect within net new greenfield accounts
- Expertise in AP Automation domain a bonus

### *Responsibilities*

- Prospecting, building a sales pipeline, and selling Octacom's solutions to net new accounts with a particular focus on Accounts Payable Automation
- Developing new and innovative partnerships to drive new business for Octacom
- Taking a consultative sales approach to development of new opportunities, learning about the client's pain points and presenting solutions
- Orchestrating prospect and internal teams to collaboratively build out solution roadmap during the sales process
- Ensuring 100% of scoping done during the sales process smoothly carries over to the implementation team through robust documentation and collaborative meetings
- Becoming an expert in Octacom's solutions with the ability to describe solutions in both technical and non-technical terms
- Leading presentations, demos and site/process tours to expose prospects to Octacom's offering and trustworthiness
- Monitoring RFP emails and portals for fitting opportunities and preparing thoughtful and compelling proposals and/or RFP responses
- Developing and delivering quality proposals to C-level prospects
- Managing and enhancement of Octacom's HubSpot CRM
- Assisting with documentation and planning during client implementations
- Leading weekly sales meeting
- Participating in weekly meetings with various department teams
- Participating in Octacom's strategic planning process to shed light on information yielded from prospect and customer conversations and market insights
- Assembling content to support the sales and marketing initiatives
- Assisting with marketing campaigns focused on developing new opportunities within the client base and for new clients

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**Compensation:**

Octacom provides competitive compensation and a comprehensive benefits package to employees. The Director of Sales will be paid a base salary, as well as performance-based compensation.

**Apply:**

We thank all applicants for their interest in Octacom; however, only chosen applicants will be contacted. Octacom is an equal opportunity employer, and we welcome and encourage applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

Please note that any offer of employment will be conditional upon background and reference checks.

Octacom is committed to the health and safety of its employees and compliance with the requirements of the Occupational Health and Safety Act (OHSA) and other relevant legislation. Please note that COVID-19 protocols are in place which include completing a daily screening questionnaire about COVID-19 symptoms before entering the facility and maintaining physical distancing while in the office.

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