Job Description: Software Sales Representative
Reporting to: CRO

Intellinetics, Inc. is a cloud-based document services and automation software provider. Our IntelliCloud™ suite of solutions delivers mission-critical document management, workflow automation and financial process optimization for organizations operating in complex, process-driven environments.

We are a company undergoing strategic transformation, with new divisions aligned around Software and Services. Our growth engine is our SaaS platform which enables organizations to modernize document-intensive workflows and improve operational efficiency. To support this growth, we are expanding our software sales team.

Position Overview:

The Software Sales Representative will focus on driving new business within our Software division by identifying, engaging, and closing new customers. This role is responsible for managing the full sales cycle for small to mid-sized opportunities, including discovery, product demonstrations, proposal development, and contract execution.

You will work closely with solution engineers, marketing, and internal stakeholders to deliver value-driven solutions that address customer operational challenges and business objectives.

Key Responsibilities

- Prospect and engage new potential customers through outbound outreach and inbound marketing leads
- Manage the full sales cycle from initial contact through demo, proposal, negotiation, and close
- Conduct consultative discovery conversations to understand customer workflows, challenges, and goals
- Deliver compelling product demonstrations tailored to customer use cases
- Develop and present proposals that clearly articulate solution value and expected outcomes
- Maintain and grow a qualified pipeline to achieve monthly and quarterly revenue targets

- Accurately update CRM and manage opportunities using structured qualification methodologies
- Collaborate with solution engineers and marketing to align messaging and positioning
- Maintain consistent follow-up and sales activity using modern sales tools and workflows
- Represent the company at webinars, industry events, and customer meetings
- Other duties as assigned

Requirements:

2 - 4 years of experience in B2B software or SaaS sales
Experience managing full sales cycles, including product demonstrations and proposal delivery
Strong discovery and consultative selling skills
Ability to clearly articulate business value and position software solutions effectively
Comfortable working with multiple stakeholders within an organization
Strong written and verbal communication skills
Proficiency with CRM systems and virtual selling tools
Self-motivated with the ability to manage time and priorities effectively

Preferred Experience:

Background selling workflow automation, document management, or SaaS platforms
Experience selling into process-driven organizations
Familiarity with structured sales methodologies – MEDDICC is a plus
Exposure to partner-influenced sales environments

Why Join Us:

Opportunity to grow within a rapidly evolving SaaS organization
Exposure to modern automation solutions with strong market demand
Collaborative, team-oriented culture with cross-functional support
Competitive base salary and commission + benefits