

## **Job Summary**

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## **Job Details**

Employer: Institute of people development

Job Purpose: The successful candidate is required to convert enquiries and applications into student registrations in order to achieve agreed monthly and weekly targets, while developing and building client relationships that will lead to more referrals and further registrations, in various Qualifications and short learning programmes.

Education:

- Grade 12

## **Candidate Requirements**

Functional Competencies:

Strong customer service orientation.

Target driven and ability to work well under pressure.

Professional and confident.

Excellent presentation skills.

Outgoing and passionate.

Good telephone and email etiquette.

Proactive and highly self-motivated.

Computer literate MS Office Suite.

Ability to work as a team player and individually.

Own transport is required.

Ability to multitask.

Self-motivated.

## **Work Experience:**

Minimum 3 years Sales experience.

Experience in managing and closing the sales cycle.

## **Key Performance Area:**

Achieve agreed weekly / monthly sales and calls targets by converting sales enquiries in the form of referrals, online enquiries or walk-ins into learner registrations.

Track and monitor all prospective students on a daily basis to ascertain where in the sales process the prospect is and what the next steps are to convert them.

Full lead nurturing.

Execute sales administration - daily capture of sales inquiries and information within 24 hours of receipt. Provide qualified reports on progress and achievement of activities.

Foster, maintain and grow client relationships.

Constantly identify and develop sources of potential clients.

Maintain an accurate and current database via Gold Mine.

Time management.

Provide a weekly/monthly schedule of planned activities to achieve the sales master plan.

Demonstrate a full knowledge of all products, relevant selling points and benefits in order to match appropriate products to client's requirements.

Maintain a current and accurate knowledge of competitor products, be able to highlight their disadvantages and promote relevant benefits.

Undertake any other reasonable duties as specified by Manager.

Working Conditions:

- Private Accredited Provider

**Equity Statement:**

- Preferably equity candidate.

Disclaimer: Please note that only successful candidates will be contacted within two weeks of applying. If you haven't heard from us within two weeks of applying, please consider your application unsuccessful

**Required Skills**

**Sales** : 3-5 years traceable references