

Job Description -



Company: In Professional Development

Role Title: Executive Education Sales Coordinator

Package: Salary starting from £22,500, plus commission package

Reports To: Head of Sales

In Professional Development

In > Professional Development is a young and dynamic training and consultancy organisation delivering high quality, engaging and unique training and professional development solutions. Working with leading industry and academic partners such as the University of Chester, University of East London, GunnerCooke and Chartered Management Institute (CMI) and Institute of Leadership and Management (ILM) and guided by our board of industry experts we aim to deliver innovative and market led programmes and courses.

As Executive Education Sales Coordinator, you will be targeted on your individual sales. This is an important role and your success will result on the company's financial target along with the responsibility of ensuring each cohort is filled.

Executive Education Sales Coordinator

The Executive Education Sales Coordinator is responsible for engaging with customers that have enquired to win new bookings and progress the reputation and industry presence of In Professional Development.

Company Benefits

- Company events
- Company pension
- Free parking
- On-site parking
- Birthday off work
- An additional day of annual leave for every year service, up until 5 additional days
- Company Sick pay
- Bereavement leave
- Hybrid flexibility
- Employee of the month with £100 voucher

Day-to-Day Tasks

- **Customer Engagement:** Build and maintain relationships with clients to understand their needs and preferences.
- **Product Knowledge:** Stay up-to-date on product or service offerings and be able to effectively communicate their features and benefits to potential clients.
- **Lead Generation:** Proactively seek out and qualify leads through various channels, including cold calls, emails, and networking.

- **Needs Assessment:** Conduct thorough needs assessments to identify how the product or service can solve the client's specific problems.
- **Sales Negotiation:** Negotiate sales terms and conditions, including pricing, contracts, and payment options.
- **Pipeline Management:** Maintain and update a sales pipeline to track and manage sales opportunities and progress.
- **Customer Follow-Up:** Follow up with potential clients to answer questions, address concerns, and provide additional information.
- **Customer Relationship Management (CRM):** Utilise CRM software to track customer interactions, manage contact information, and schedule follow-up activities.
- **Documentation:** Maintain accurate records of all interactions and transactions for compliance and future reference.
- **Time Management:** Efficiently manage time to prioritize tasks and activities that contribute to meeting sales objectives.
- **Customer Retention:** Engage with existing clients to foster long-term relationships and explore opportunities for upselling or cross-selling.
- **Adaptability:** Be ready to adapt to changing market conditions and customer demands.

Required Attributes

- Intensive
- Focused
- Comfortable working within a team
- Very familiar with Word / Excel / Outlook and CRMs
- Financially Driven
- Hard Working

Qualifications

An undergraduate degree in business is an advantage but not essential.

Relevant experience

- Previous sales experience is required
- Previous experience of operating in a very high paced and intensive environment would be an advantage but not essential
- Proven track record of achieving targets and driving sales growth in a business.

Job Type: Permanent

Salary . Basic annual wage from: £22,500 per year

Schedule: Monday to Friday

Working Arrangement: Office based with flexibility

Supplemental pay types: Commission package