



Caribbean Polytechnic Institute

VACANCY

Learning Channel Sales Agent (Tier 1)

Are you interested in starting or expanding your sales career with the Caribbean Polytechnic Institute (CAPTECH)? At CAPTECH one of our goals is to help our clients and prospective clients find practical tools to assist them in improving their personal and professional productivity. CAPTECH **needs** you, if you possess a tenacious desire to win and thrive in a fast-paced sales environment where success is rewarded. CAPTECH provides a sales training program that provides the incumbent with the necessary tools to be well-versed in technology sales and customer service. We offer a tremendous benefits package. Join our team to help improve the productivity of our target publics across the Jamaica.

SUMMARY OF DUTIES AND RESPONSIBILITIES

The Learning Channel Sales Agent (Tier 1) will promote the sale of training courses and a computer software designed to provide performance support to Microsoft Office end-users. will make cold calls, follow-ups, & feedback calls to key contacts and decision makers from updated database. The incumbent will have excellent written and oral communication skills; will update lead data and existing client information in our CRM System; prepare reports and analyses setting forth progress.

MANDATORY QUALIFICATIONS

1. Associate Degree or equivalent experience in Marketing and Sales, or a related field.
2. Oral and Written Communication, and Sales skills.

DESIRED SKILLS AND EXPERIENCE

- Negotiation
- Organisational
- Oral and written communication
- Time management
- Proficient in the use of Microsoft Office

ADDITIONAL INFORMATION:

- A background security investigation will be required for all hires.
- Selection will be subject to the applicant's successful completion of a background security investigation and favorable adjudication.
- If you are currently employed in related work whether self-employed or with any competitor of the Caribbean Polytechnic Institute you do not qualify for employment with the institution in the specified capacity.
- Qualifying work experience may be in the public or private sector, paid or voluntary.
- Education and experience may be combined to meet the required qualifications.
- Relocation expenses will not be paid.
- The incumbent will work from a suitable home office or other office environment
- The incumbent should own or have access to a laptop or desktop computer
- The incumbent should own or have access to a landline
- All applications will become the property of the Caribbean Polytechnic Institute
- This is a six week renewable part-time contractual position.
- Remuneration is paid at the end of the contract period

APPLICATION PROCESS

You may apply by submitting a resume; emailed and faxed applications are preferred.

Address: 22 B Old Hope Road, Kingston 5

Phone: 876.665.3916 | Fax: 876.906.7423

vacancy@captech.edu.jm; www.captech.edu.jm

All applicants will receive consideration regardless of race, color, religion, sex, national origin, age, disability, or political affiliation.

We thank you for your interest, but only short-listed applicants will be contacted.