



Caribbean Polytechnic Institute

VACANCY

Learning Channel Sales Agents

The Caribbean Polytechnic Institute (CAPTECH), in response to the demand for the delivery of flexible learning programmes to satisfy changing needs of the Caribbean job market, is currently expanding its online learning portfolio. We are therefore, seeking to recruit qualified persons to fill the position of **Learning Channel Sales Agent** to plan, develop and implement strategic design of sales initiatives in assigned areas to promote training programmes and e-learning solutions such as, but not limited to e-books, IT training and performance support videos, business and professional development videos, and online certification training courses.

SUMMARY OF DUTIES AND RESPONSIBILITIES

Learning Channel Sales Agent with excellent written and oral communication skills will find new leads and clients advising them of the training programmes and e-learning solutions on offer, through a variety of tactics including: Planning sales initiatives and qualifying prospects; making cold calls, demonstrations and presentations to key decision makers within select corporate, government and SME organisations from telephone directory, social media and networking. Prepare and present project plans. Closely follow-up prospects and close deals; update lead data and existing client information in our CRM System. Prepare reports and analyses setting forth progress, adverse trends and appropriate recommendations and conclusions. Maintain liaison with key personnel, business representatives and other individuals as necessary to accomplish sales objectives

MANDATORY QUALIFICATIONS

1. Bachelors or equivalent experience in Marketing and Sales, or a related field.
2. Oral and Written Communication, and Sales skills.
3. Ability to travel to client locations

SKILLS

- Negotiation
- Organisational
- Oral and written communication
- Time management

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 landline
- All applications will become the property of the Caribbean Polytechnic Institute.

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.