



# Job description

## Inside Sales Specialist

November 2020.

### Company context

#### INTO's mission:

***Through innovative partnerships with leading universities we expand opportunities for higher education, ensuring success and transforming the lives of our students and staff.***

Across the world, there is increasing demand for top quality higher education, with more and more students demanding access to provision beyond their home country. INTO partners with universities in three continents to address this global demand and help transform their international capacity and performance. Since 2006, we have successfully launched partnerships with 22 universities in Europe, North America and Asia. We have enrolled over 67,000 students from 166 countries and now have about 1700 employees, based round the world.

Our website <http://www.intoglobal.com/> has details of how we are organised and our outstanding achievements so far.

### Role context

Inside Sales team is comprised of both Sales Development and Conversion.

### Reporting line

The role reports to the Manager, Inside Sales.

### Job purpose

As our Inside Sales Specialist you will be maximizing lead generation and progression of leads through the sales funnel, ultimately increasing revenue potential from marketing programs.

### Key accountabilities and duties

Role and responsibilities

- Generate prospective leads through cold calling, qualifying and follow up of with sales leads, through inbound and/or outbound sales activities.
- Act as sole sales representative for assigned territory, industry, accounts, and/or products.
- Establish and maintain relationships with channel partners.
- Represents INTO to the customer and the customer to the company in all sales-oriented activities, thorough knowledge of company products, systems and services.
- Focuses on acquiring new leads and retaining and growing an existing base of customers.

IUP 2 LLP  
ONE GLOUCESTER PLACE  
BRIGHTON, EAST SUSSEX  
BN1 4AA, UK

T +44 [0]1273 665200  
F +44 [0]1273 679422  
E [corporate@intoglobal.com](mailto:corporate@intoglobal.com)  
W [intoglobal.com](http://intoglobal.com)

**The job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request. We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.**

## **Location**

The post is based in Asia. Travel abroad may be necessary and flexibility is required to meet the demands of the post, including occasional weekend working. The post holder may be reasonably required to work from any INTO or partner location at any time.

## **Safeguarding**

As part of our safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

**This role may meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. If so, all applicants who are offered employment will be subject to a Disclosure and Barring Service check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.**

Please see the next page for person specification...

## Person specification

	Essential	Desirable
<b>Legal status</b>	<ul style="list-style-type: none"><li>• Right to work in country role is based.</li></ul>	
<b>Education/ qualifications</b>		
<b>Experience/skills</b>	<ul style="list-style-type: none"><li>• Minimum of 1-2 years inside or outside sales experience with a consistent over-achievement of quota.</li><li>• Prior experience with CRM solutions such as Salesforce.com.</li><li>• Technically adept, self-motivated, and driven by results.</li><li>• Able to demonstrate strong customer satisfaction skills.</li></ul>	