

JOB DESCRIPTION

Division/Department: Sales
Location: 1514 Kings Highway, Swedesboro, NJ 08085
Job Title: Inside Sales Specialist
Reports to: Kevin T. Brady Title: President

Level/Grade: Management	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours: 40 / week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt
--------------------------------	---	--

SUMMARY

The Inside Sales Specialist will be responsible for prospecting, qualifying and generating sales within our established clients as well as producing self-generating sales.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Contact potential and existing clients primarily through, but not limited to, phone calls. Contact prospects to identify appropriate contacts; qualify and drive leads through the sales pipeline. Cold calling, appointment setting and proactive prospecting required.
- Contact may also include email, webinars, mailings and other forms of communication.
- Must be able to reach and exceed set sales goals for specified time period.
- Available to attend national conferences as needed.
- Ensure required reporting and communication to management is timely and complete.
- Represent AIHE at all times in a professional, ethical manner.

REQUIREMENTS

- Minimum five years inside sales experience necessary.
- Sales experience in an educational environment is a plus.
- Knowledge of Microsoft Office including Outlook is necessary. Experience with Goldmine is a plus.
- Excellent communication skills are required, both written and oral.
- Ability to sense and relate observations to business opportunities.
- Ability to close successfully and consistently.
- On-site at AIHE’s Swedesboro, NJ facilities required.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities and hours of employment from time to time, as needed.