

HLTI HIGH LEVEL TRAINING INSTITUTE

Job Title: International Training Consultant	Division: Training
Department: Training Department	Reports to: Managing Director
Location: Gostivar	Closing Date: 07.07.2018

Job Purpose:

The International Training Consultant is responsible for achieving and exceeding sales revenue targets in accordance with the sales plan, through the effective management of customer relationships.

The purpose of the job is mainly but not limited to the followings:

- To drive through the sales process for selling and consult training participation to potential clients
- To achieve pre-determined revenue and profit targets
- To maintain existing and develop new customer relationships
- To ensure and achieve maximum revenue

Main Tasks and Responsibilities

Sales and international training consulting

- Drive through the achievement of sales revenue/profit targets
- Continue to build strong relationships with current and potential clients both pre and post event
- Manage and maintain strong relationships with agents representing the event to ensure the achievement of revenue targets for each event
- Manage and maintain existing policies and procedures for the unit
- On a regular basis (as advised by the Managing Director) provide updated and accurate reports, including:
 - Financial revenue versus target
 - Sales achievement
 - Project progress update
 - Activity reports
- During an event provide on-site management and support to customers/clients/other staff members etc.

General

- Continually monitor and research the market
- Identify and attend competitive events where appropriate
- Database clean and build
- Perform any other duties commensurate with the grade and level of responsibility

Key Performance Indicators:

- Achievement of sales revenue/profit targets
- Number of calls made per day and Data capture of sales activities/calls and updating the CRM
- Time of call duration
- Growth of existing portfolio by generating new ideas
- Market awareness e.g. competitive events, industry trends

Person Specification

Background Knowledge and Experience

Essential:

- Significant experience in a sales role would be an asset
- A demonstrated successful sales record of high value sales activity.
- Full understanding of event sales cycles
- Computer literate and proficient in the use of Microsoft Word and Excel
- Commercial awareness
- Attention to detail
- Spoken and written English
- Numerate

Desirable:

- Awareness of training management
- Experience of growing and developing new markets and products
- Tele-sales or training sales background

Behavioral Competencies

Essential:

- Effective communication at all levels internally and externally
- Trustworthy and discrete with sensitive information
- Effective negotiation skills
- Promotes a learning environment through leadership and example
- Remains calm and approachable under pressure
- Flexible and adaptable
- Creative thinking skills for problem solving
- Ability to work under pressure and within changing priorities and deadlines

- Customer focus
- Decision making
- Results driven
- Attention to detail and accuracy
- Planning and organising
- Ability to multi task
- Interpersonal skills
- Time management

Send your CV to: careers@hlti.org