

## Job Role

### Job Description

<b>Job Title:</b>	Internal Sales Executive (Asia)
<b>Reporting To:</b>	Business Development Manager (Asia)
<b>Location:</b>	Kuala Lumpur, Malaysia

<b>Terms:</b>	
Working Hours:	37.5 hours per week
Annual Leave:	33 days including Malaysia (Selangor) public holidays
Car Allowance:	No
Overtime:	No
Benefits Available:	Bonus

<b>Role:</b>	<p>WCBS is a leading supplier of MIS (Management Information Systems) to fee paying schools in more than 30 countries. We have an extensive range of software products that assist in most of the day to day management aspects of these organisations.</p> <p>WCBS is making significant progress in the Asia market, particularly in China. To maximise our market share growth, we are seeking a bilingual (English and Mandarin), office based Sales Executive.</p> <p>You must be well organised, tenacious and driven to succeed. The market opportunities for WCBS in Asia are vast as will be the remuneration possibilities for the successful candidate.</p> <p><b>Objectives of the role:</b></p> <p>The driving force behind generating new sales leads and contacts. The role of Internal Sales Executive is to identify sales opportunities, pitch products and services to new customers and maintain a good working relationship with new contacts, nurturing leads until they become prospects and supporting the rest of the WCBS Asia sales team in winning new customers.</p> <p>The role will be an extremely pro-active one with the successful candidate expected to make a high volume of outbound sales calls and to carry out sales campaigns with the support of the WCBS Sales &amp; Marketing team.</p>
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<b>Key Responsibilities:</b>	<p>Some of the key duties include (but are not limited to):</p> <ul style="list-style-type: none"> <li>• Researching the market to understand key drivers, challenges and opportunities</li> <li>• Taking inbound marketing leads and converting them to prospects</li> <li>• Following up new business opportunities and setting up meetings</li> <li>• Demonstrating all products at an overview level</li> <li>• Communicating new product developments to prospective clients</li> <li>• Writing responses to new business tenders or RFPs</li> <li>• Hitting and exceeding any sales targets or KPIs</li> <li>• Ensuring the company CRM is kept updated in a timely and accurate manner</li> </ul>
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**Key Requirements:**

- Fluency (oral and written) in English and Mandarin
- Excellent verbal and written skills
- Good telephone manner and experience of making dozens of outbound sales calls daily
- Ability to generate rapport quickly and gain contact with decision makers
- Competent IT skills (Microsoft Office products)

**Desirable Requirements:**

- Software sales experience
- Experience of working in the International School sector
- Proficiency in other Asian languages, notably Vietnamese or Thai
- Educated to Degree level

**Additional Duties:**

- Possible travel around the region to attend conferences or school and internal meetings