

Resource Advisor, Account Management

ABOUT US

Established in 1995, ORIGO Education is an award winning, internationally recognised leader in Maths Education for the K – Year 6 age groups. With the vision of making learning mathematics meaningful, enjoyable and accessible for all, ORIGO leads the industry by providing award-winning, innovative resources for school teachers and students.

With our Head Office based in Earth City, St Louis, MO and representatives throughout Australia, Canada and the USA, ORIGO is committed to being the premier source of inspiration for mathematics teachers globally.

THE OPPORTUNITY

Due to the growth of our sales team, we are currently looking for an enthusiastic and motivated Inside Sales Representative to join our dedicated and passionate Business Development team.

Reporting to the Director of Business Development, your primary focus will be to provide administrative support to the Business Development field based sales team.

Some of the key responsibilities of the role will include, but not be limited to:

- Monitoring, researching and qualifying sales opportunities for the sales team for core Pre K – Grade 6 mathematics adoptions;
- Execute a wide variety of phone-based revenue generating opportunities: lead generation/outbound calling; cold call qualified prospects provided from Resource Advisors; conduct outbound call campaigns; identify and act on up-sell/cross-sell opportunities; drive promotion awareness, opportunity management, emphasize product/service features and benefits; quote generation, etc.
- Partner with Resource Advisors to determine appropriate strategic sales approach and pro-actively develop new business through outgoing customer calls and e-mails;
- Correspond to customer inquiries via phone and e-mail and responding to customers in a timely, efficient, and professional manner;
- Coordinate sale opportunities for all products; perform all sales tasks necessary to turn opportunities into billable sales;
- Enter quotations and orders into sales order processing systems; ensure accurate sales information including proper and accurate delivery, payment terms and other critical order information; confirm all orders with customers; perform follow up and order clean up as necessary;
- Build new customers in sales order processing systems; capture complete and accurate information for new and existing customers;
- Actively work to reduce sales team administrative time spend and convert it to increased selling time;

WHAT YOU WILL BRING

To be successful in this role, you will have an internal calm and be measured in your approach to work, be flexible and highly organised, forward thinking with a positive 'can do' attitude as well as:

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- Bachelor Degree qualifications in business or administration with demonstrated experience (2+ years) in a customer facing / sales focused role working with small to medium sized team, either internal or remote;
- Demonstrated experience within an education environment, with experience within the elementary school system being highly regarded;
- Self-disciplined and independent with strong organizational skills and proven examples of balancing competing projects and priorities;
- Strong teamwork and interpersonal skills with an ability to work in a collaborative team environment;
- Sound demonstrated experience and knowledge using the tools in the Microsoft Office Suite;
- Discretion with the ability to understand and manage confidential information; and
- Excellent communication skills, both written and oral.

Culture fit and attitude are also highly important to this team so a passion for the work you do, an interest in maths education, and the ability to understand and work within our Visions, Mission and Values is tantamount to your success in this role.

If this sounds like you and you are interested in becoming a part of a highly-respected industry leader, we encourage you to apply by providing a copy of your CV and a cover letter, outlining your experience as it relates to this role.

We thank you for taking the time to send us your application for this role and will contact you directly if you are successful to the next stage.

Please note that applications should be sent to us by 5.00 pm 14 June, 2019.