

Job Brief

Location: Hanoi

Position: Sales Consultant

Type: Full Time

Compensation: Commensurate with experience

Position begins: as soon as possible

Send email to: hien@sparkprep.com

Spark Prep offers a full service, holistic, values-based approach to admissions coaching, academic tutoring, and test preparation. We work with students throughout the US and South East Asia, on both undergraduate and graduate admissions.

Our goal – and the commitment we make to our students – is for education to serve as an opportunity to clarify a student’s values, refine goals, and begin his or her growth process into adulthood. We ask big questions in order to provide a meaningful investigation into the development of each student’s character.

Our students are academically superlative, incredibly hard working and diligent, and come with high standards for success. Many of them expect to apply to top-tier American universities and past students have been admitted to Harvard, Princeton, Yale, Brown, Columbia, Penn, Stanford, Dartmouth, UChicago and world-renowned business programs including INSEAD, LBS, NYU–Stern, Boothe, Anderson, Columbia and Wharton.

Position Description and Responsibilities

The Sales Consultant position is a sales role in Spark Prep’s community engagement. They are responsible for orienting new and prospective clients to Spark Prep’s work and services, and for closing new contracts. They function as representatives of the Spark Prep brand and ambassadors for our values-based teaching philosophy.

Key accountabilities:

- Provide accurate and comprehensive information to customers about Spark Prep, its services, values in a professional, timely, ethical friendly and caring manner at all times;
- Ensure up-to-date knowledge of Spark Prep’s services and related information available to prospective students and/or their parents via the company’s website, program guides and other communications and/or publications and staff briefing sessions;
- Manage the CRM processes to ensure accuracy of all information obtained through recruitment events and related activities;
- Administer all processes concerning student recruitment: consultation with prospective students; checking of students’ suitability with Spark Prep’s values; preparation of relevant

correspondence; and managing client information; follow-up after promotional events and campaigns;

- Schedule and execute meetings with potential customers on different avenues including telephone, face to face, emails, events, networking sessions and other activities to introduce about Spark Prep's offers;

- Keep detailed records of meetings and provide necessary follow up to ensure customers are provided with all necessary information. Make right calls at right time to persuade decisions of customers on choosing Spark Prep as their best option;

- Keep connection with members from different organisations and clubs by obtaining information, keeping the information in a good system of customer relationship management. Maintain the relationship via different means of communication e.g. newsletter, mobile marketing, etc.

- Work closely with the Student Relationship Coordinator to obtain most up to date information about the possible new channels of recruitment and explore further. Develop plans to tackle new markets such as groups of parents from a specific school, schools that look to find test prep programs to students, influencers from different sectors who can extend the positive WOM on Spark Prep's brand and offers;

- Extend networks to wider groups of customers. Develop relationships with companies/industries for possible business opportunities. Develop database of those relationship and monitor to deliver a set of KPIs specifically to this target group;

- Attend industry nights, networking events, etc. to keep a breath of the market and create timely reports to the management with recommendations of plans/ideas to develop new opportunities;

- Deliver presentations about Spark Prep's services on student recruitment activities and promotional events that showcase Spark Prep, its services and strengthen the Spark Prep brand;

- Manage the day to day operation of the recruitment to ensure all customers are serviced at a high standard of professionalism;

Perform any other duties that may be required.

Candidate Qualities

You must be driven, creative, and have excellent communication skills; be able to think outside the box, take initiative, and adapt quickly; think critically and strategically, and be able to

succeed collaboratively. Facility in spreadsheets, word processing, and translation required. For consideration please send your resume to: hien@sparkprep.com.

Benefits

- A hybrid, flexible; friendly and supportive working environment
- A competitive salary and excellent benefits, monthly income can vary from 30-40+ mil
- Student recruitment referral bonus
- 14(+) days annual leave
- Social insurance & Personal health insurance
- Opportunities for career progression