

Sales Assistant Job
(Contract)
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Abroad101 – Introduction

Abroad101 is a dynamic start-up, co-founded by Tufts, MIT, and Harvard graduates, providing students with study abroad reviews and university administrators with world-class evaluation tools. Since its launch with Tufts in August 2008, Abroad101 has partnered with over 160 academic institutions and has developed paid partnerships with foreign universities and American study abroad program providers. Register and poke around our website at <http://www.studyabroad101.com>.

Sales Assistant Wanted

Abroad101 is seeking an intelligent, charmingly aggressive, numbers savvy person to assist the Sales Director with Program Provider and Foreign University sales. We are seeking someone who can establish and maintain partnerships by effectively communicating our vision to study abroad industry leaders.

The Sales Intern will assist with the following:

- Cold Calling program providers and foreign universities to set up sales meetings
- Management of sales pipeline
- Tracking sales packages
- Building status reports for current clients

Hours

- 40 hours a week
- This position will require working odd hours. Some early mornings, some late evening, due to time differences with foreign universities.

Required Skills

Abroad101 particularly values applicants who seek the thrilling, challenging, and rewarding atmosphere of a start-up company full of other ambitious, innovative leaders. Because of the independence and freedom you will be given, top-notch communication and listening skills are a must. Other required skills include:

- A strong, enthusiastic phone presence
- Experience with sales and cold calling
- An excitement and appreciation for cold calling
- Knowledge of Google Docs
- Passion, motivation, and drive
- Excellent networking skills
- High energy and adaptability
- A collaborative "team player," but works well independently
- Strong sense of humor

Beneficial Skills

- Passion for Study Abroad/International Travel
- Experience or interest working in a start-up environment

Compensation

- \$8.00/hour Plus Performance-Based Compensation

Selection Process

Please submit a cover letter and resume summarizing your fit with our requirements. We will interview qualified candidates.