**Position Title: Sales Executive, Inside Sales**

**Department: HE Text Books Sales**

**Reports To: AVP Higher Education Sales**

Scope of Work/Objective:

We are looking for a highly skilled, self-motivated Inside Sales Executive. The ideal candidate should have experience in Inside Sales (preferably in Publishing Industry)/Education Industry/Fresher with acumen for sales and interest in Education may also be considered. He/She would be required to develop, maintains and interacts primarily utilizing the phone and other forms of electronic communication to a broad scope of new customers to generate & close leads.

The job may require some travel as well. (approx. 10%)

**Job Requirement**

* This is a sales position and comes with a Sales Budget.
* Maintaining a high level of engagement by cold calling or through mails on a given set of subject line with a view of pitching Sage titles as defined by the reporting manager to academic institutions based across India. The database may need to be created for certain new areas.
* Responsible for new lead generation & building healthy opportunity pipeline by prospecting to ensure he/she should achieve and exceed sales numbers.
* Establish, develop and maintain positive business and customer relationships with Librarians/Principals/Directors/Department Heads or any other person as per our target audience.
* Initiates and coordinates development of action plans to penetrate new markets.
* It will be mandatory to get adequate market knowledge & device plan to use this as an opportunity in relation to the publishing industry as whole and to SAGE, in particular.
* You will devise sales promotion plan in consultation with your Manager.
* Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
* Demonstrates positively Company’s mission, vision, value statements, reputation and code of ethics, standards, policies and procedures internally and throughout the marketplace.
* He/She will submit a weekly report featuring the highlights of the week. This will include promotions made and orders secured; collections; follow up of outstanding payments; and any administrative matter that may arise. The report shall also highlight any deviations from planned activities along with reasons for the said deviations.
* He/She will assist the Marketing Department/Customer service department by obtaining mailing list data and updates as required and ensure that all appropriate institutions, faculty, individuals corporations, voluntary agencies and professionals in your region are on our mailing list (for both print and electronic mailers). Simultaneously, you will identify existing addresses in our mailing list which are no longer valid and can be deleted.

**Desired Candidate**

* + Educational Qualification - Holds Bachelor’s Degree.
	+ Minimum of one to three years of experience in the Inside Sales (preferably outbound calls), Publishing Industry (preferable) / Should have flair to communicate effectively over the electronic media, Mails/Phone.
	+ Excellent English verbal and written communication skills is a MUST with the ability to multi-task
	+ A go-getter with the ability to work under pressure
	+ Excellent time management and project management skills
	+ Excellent email articulation & basic knowledge of Excel & Power-Point skills
	+ Professional demeanour to maintain and enhance relationships.