



**iGroup Australasia Pty Ltd
JOB PROFILE**

<i>Unit/Department:</i> <u>Sales & Marketing</u>	<i>Location:</i> <u>Sydney, Australia</u>
<i>Job Title:</i> <u>Sales Executive</u>	<i>Report to:</i> <u>Sales Manager, Australia & New Zealand</u>

Job Purpose:
The role involves your ability to identify and convert new business opportunities whilst building strong and effective working relationships with existing customers.

Key Result Areas	Main Activities and Responsibilities
Revenue Goals	<ul style="list-style-type: none"> • Devise and implement a strategy to deliver sales revenue for the eBooks & technology products. • Meet the sales target set by the company
Sales & Marketing	<ul style="list-style-type: none"> • Develop gap analysis to identify upsell opportunities within the existing customer base and also to identify new customers for the eBooks & technology products assigned to. • Prepare sales proposals, follow-up and close sales from customers • Update sales pipeline and customer interactions in CRM on a regular basis. • Develop and grow a portfolio with strategic thinking, networking and business development
Relationship Management	<ul style="list-style-type: none"> • Develop rapport and work closely with the colleagues • Develop sustainable relationships with all relevant customer decision makers, influencers, and internal stakeholders. • Keep abreast of market trends and developments and provide input to senior management for decision making. • Provide customer support as required.

Key Competencies:
<p><i>Interpersonal Skills:</i></p> <ul style="list-style-type: none"> • Candidate must be customer and sales focus and highly results driven • Excellent interpersonal and communications skills • An effective team player • Ability to work well on own initiative, innovative and entrepreneurial • Excellent problem solving skills • Highly organized
<p><i>General Knowledge and Technical Skills:</i></p> <ul style="list-style-type: none"> • Demonstrated ability to develop solid product and customer knowledge • Prior track record in developing new businesses • Excellent written and verbal communication skills • PC literate, particularly all MS Office packages
<p><i>Required Education and Experience:</i></p> <ul style="list-style-type: none"> • Any experience in the sales and marketing of publishing industry will be an added advantage. • College degree with a minimum of 3 years' experience is desirable.



For application, please write in to :-

iGroup (Australasia) Pty Ltd

Suite 5.04, Level 5,
365, Little Collins Street,
Melbourne, Victoria,
3000 Australia.

Tel +61 3 9210 7705

Email: chloe.lok@igroupnet.com

iGroup (Asia Pacific) Ltd

#2605, IS BizTower1, 26,
Yangpyeongro 21Gil, Yeongdeungpo-Gu,
Seoul, 150-105, Korea.

Tel +82 2 2138 7779

Fax +82 2 6968 1700

Email: tina@igroupkorea.com