

RECRUITMENT

With more than 3,200 employees worldwide, ETS is the world's largest private educational assessment and research organization. ETS' mission is to advance quality and equity in education worldwide. ETS' assessment tools, such as the TOEFL® test and the GRE® test, are internationally recognized in the world of education and English language learning.

ETS Global BV, the international subsidiary of ETS, whose headquarters are based in Amsterdam, The Netherlands, is currently recruiting a:

Sales Assistant

Main duties:

Working in the e-Countries Department, you will be responsible to help on administrative part of the work dedicated to distribution network recruitment, product promotion, contract negotiations and project management:

- Customer Service & Sales support
 - Reply to basic B2B customer requests
 - Follow up emails
 - Outstanding invoices follow-up
 - Call potential clients/prospects
 - Follow up direct marketing campaigns
 - Manage tasks related to channel expansion needs
- Update the client database
 - data integration, verification and update
 - leads follow up
 - CRM management (SalesForce)
- Work on the client/prospect product awareness:
 - Organize webinars
 - Update product presentations

Education / Job requirements:

Education & qualifications:

- Business Degree (related to International Business Development and Sales)
- Relevant sales experience in an international environment
- Computer literate, Word, Excel, PowerPoint, Outlook, CRM (Salesforce would be a plus)
- Well organized, motivated and eager to work in a multicultural environment
- Strong written and verbal communication skills
- Fluent in English and French, (C1 CEFR level, score above 900 TOEIC®L&R)- any other language would be an asset

More information :

Workplace: Amsterdam

Contract: 1 year with possibility of extension

Benefits: Compensation for travel, medical and lunch expenses.

Starting date: April 1, 2020

If you want to apply, please send your CV and letter of motivation to recruitment@etsglobal.org