

2Simple – International Internal Sales Coordinator

Location: London

Reports To: International Business Manager

Salary: Competitive

COMPANY:

The aim of our software is to create a space where children can learn while being creative, using the technology and tools they will have to use for the rest of their lives. We take difficult concepts and make them accessible to children of all abilities.

We are dedicated to making software that raises standards, enhances the learning experience, and saves teachers' time.

In 1999 we released the Infant Video Toolkit, a child-friendly office suite for desktop publishing, painting, graphing and coding. Today over 90% of UK primary schools use 2Simple software and our tools are used by teachers and students all around the world, in countries like South Africa, India, Sweden, The UAE, Australia and the USA.

WHO WE'RE LOOKING FOR:

We are looking for someone to join our sales team to act as International Coordinator to assist us in achieving our overseas ambitions

Ideally you already have some sales experience, or maybe you want to try something new. You have good computer skills and excellent written and spoken English, other languages would be an advantage.

You want to be part of the educational revolution by helping schools to get the resources that make the difference and have the flexibility to travel from time to time without disrupting your domestic situation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work as part of team to engage with new and potential customers
- Assist in our objectives to ensure retained revenue and growth.
- Upsell additional product and service to existing customer base.
- Act as customer care liaison to ensure happy customers.
- Process customer orders & queries
- Assist with marketing campaigns
- Liaise with other internal departments to ensure we maintain customer satisfaction
- Attend external meetings / marketing events / conferences.

Job Skills:

- Excellent telephone manner
- Good written, communication and time-management skills.
- Good computer knowledge with essential and thorough knowledge of Microsoft Word, Excel, and Outlook
- Ability to work under own initiative, but also as part of a team
- Understanding and experience of selling to schools both in the UK & Internationally is preferred.

The individual must be self-motivated and prepared to work in a busy environment with the ability to work unsupervised.

Beyond this, the successful applicant will also be a strong fit within our company and have the ability to build and maintain relationships both internally and externally. To this end, s/he will need at all times to be:

- Highly motivated, results-oriented and have a clear focus on customer service
- Positive in outlook with a willingness to support and aid colleagues and customers
- Passionate in offering the best quality of service possible to our customers
- A natural forward planner who critically assesses his or her own performance
- Credible with a professional demeanor, comfortable in dealing with people at all levels
- A team player with strong and empathetic communication skills; having the ability to see things from all people's points of view
- Well-presented, business-like and keen to gain new experiences, responsibilities and accountabilities as the company continues its growth
- Tenacious and proactive, articulate and numerate and able to work both as part of a team and under his or her own initiative.

Further information about the company can be found at www.2simple.com. For more details, or to apply, please send a CV and covering letter to include your current/most recent salary level or salary expectations to Anthony Phillips at: anthony@2simple.com

2simple is an equal opportunities employer and is committed to ensuring that all partners, staff, job applicants, customers and suppliers are treated fairly and with respect, irrespective of their actual or assumed background including gender, sexual orientation, marital status, age, race (including colour, nationality and ethnic origin, religion/belief or disability).