



The Beijing Center

北京中国学中心

Sales Specialist

Full-time/consultation

Position Summary

The American Pathway Program at The Beijing Center (TBC) is a new program designed for Chinese students who are interested in obtaining a bachelor's degree in the United States. American Pathway Program (APP) students spend one to two years taking transferable courses at TBC, while preparing themselves for their entry into university in the US. Currently, TBC is hosting our Fall 2020 American Pathway students. Click [here](#) to find out more program details. TBC continually works to establish articulation agreements with undergraduate institutions around the world to facilitate Chinese student transfers into bachelor's degree programs.

We're now seeking a qualified sales specialist to help us recruit students for APP program. Our ideal salesperson has a strong understanding of the sales process, and excels at generating leads, building relationships, and closing deals. We're seeking a quick learner with strong listening and negotiating skills, and someone with presence who can showcase American Pathway Program in a compelling way. Often tasked with giving presentations, attending networking events, and participating in international study abroad fairs. It's essential that our salesperson be approachable and professional. His or her efforts will help us extend our global reach and impact.

Position Expectation

- Represent TBC with a comprehensive understanding of American Pathway Program
- Maximize the sales performance by establishing strong relationships and gaining insight to the needs and lifestyle of the client
- Meet monthly and annual sales and activity quotas
- Generate leads and commit to customer service by building relationships
- Adjust sales techniques based on interactions and results in the field
- Perform incisive and insightful market and competitive research

Position Responsibilities

- Liaise with business partners or students on enrollment enquiries
- Arrange campus visit, program presentation, and other activities
- Maintain and develop sales channel with agents, international schools and others
- Qualify, develop, and maintain thorough TBC and APP knowledge, research consumer needs, and identify how APP can meet them
- Make cold calls or perform warm outreach, putting outside-the-box thinking to work to develop new and unique sales tactics
- Utilize Salesforce tool to ensure standard processes during all sales stages



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Qualifications

- Bachelor's degree or above
- 3-5 years in sales preferably within an international education setting
- Proven success rate at level above quotas(preferred)
- Excellent communication, interpersonal, telephone and organizational skills
- Experience working with Salesforce or other CRM platforms
- Ability to analyze business opportunities and read situations well
- Ability to travel for business trips

Remuneration and Benefits

The role could be a full-time or consultation position, with remuneration and benefits commensurate to experience and performance. The Beijing Center is an equal opportunity workplace with flexible working practices. The position will involve occasional attendance at out-of-hours events and some travel within China and abroad.

To Apply

Submit a brief cover letter and resume to tbcrecruitment@thebeijingcenter.org with "Application for TBC Sales" in the subject line. Screening and Interview candidates will be conducted on a rolling basis until this position is filled.

About TBC

Established in 1998 by Ron Anton, The Beijing Center (TBC) is a not-for-profit center of higher education and research in mainland China committed to fostering mutual understanding between China and the rest of the world through cultural exchange, education, and research.

In its architecturally unique Beijing facility on campus of University of International Business and Economics (UIBE), TBC hosts students and scholars to study the Chinese language, culture, and all things China in China. Since 2002, TBC has partnered locally with UIBE, a top-tier Chinese public research university. Throughout the years, over 2,000 students have spent a semester abroad at TBC and approximately 300--400 per year come to TBC with short-term faculty-led programs from all over the world.

TBC maintains a research library with over 27,000 volumes in English, including rare books and maps, and hosts conferences, guest lectures, and seminars. Considered to be the largest English language library about China on the mainland, TBC has hosted numerous scholars from China and worldwide to assist with their research.

TBC serves as a hub for the international Jesuit higher education network in mainland China. What makes us unique is our place in a long and storied tradition, starting with Matteo Ricci, of Jesuit learning engaging with Chinese culture. This tradition teaches us that true cultural engagement starts with friendship.

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