

JOB DESCRIPTION

Job Title:	Sales Specialist
Department:	UK, BUNAC
Location:	London
Start date:	August 2018
Duration:	Permanent contract
Salary:	£18,500k London + monthly bonus

Job description

BUNAC specialises in helping young people have work abroad adventures by interning, volunteering or travelling on a working holiday - helping them gain international CV skills and have an unforgettable experience. We are looking for a confident, friendly and target-driven individual to join the BUNAC team.

Working directly with the sales team you will be responsible for engaging with customers enquiring about BUNAC programmes and attending events.

Key accountabilities and responsibilities

- Increasing the number of participants on BUNAC programmes
- Converting deposits into full members on programmes
- Scheduling follow-up calls and inputting data
- Providing informative and friendly advice to potential members
- Meet and exceed personal objectives, including sales, revenue, conversion and productivity targets
- Offer first class customer service at all times
- Arrange pre-departure calls with customers to ensure they are ready for their trip
- Organise in store appointments with potential leads
- Sell attachments such as insurance / tours
- Attend events to represent BUNAC

Key skills, knowledge, experience and competencies

- Excellent communications skills
- Good word and excel skills are essential
- Good organisational skills and a good track record of being a team player
- Actively uses all opportunities to gain contacts and build customer base
- Previous sales experience desirable but not essential
- Able to maintain motivation when working alone and within a team
- Ability to plan current and future workloads, well organised, methodical & accurate & time management

Please send your CV and cover letter for the attention of Lucy Lynch, General Manager to jobs@bunac.org.uk. The successful applicant will need to have a permit to work in the UK. Due to high volumes of applications we are unfortunately not able to respond to unsuccessful applicants.

Closing date: 21st August 2018 however interviews will take place as and when applications are received so do not delay your application.