

# ELECTUDE

Electude ([www.electude.com](http://www.electude.com)) is the world's leading automotive e-learning company. Built on a quarter century of experience in providing students with the most effective, engaging and enjoyable method of learning. Electude prides itself on focusing on equipping instructors with the techniques, tools and training to give students the best educational experience possible. With 300,000 users, including 30,000 teachers and 3,000 customers in over 50 countries spread over 6 continents and available in 35 languages, Electude is a fast-growing global business. Electude is a true educational innovator providing the most comprehensive and effective automotive e-learning solution available in the market today.

We are currently looking for a fulltime:

## **Sales Support Specialist – Electude USA**

Working from Electude's Waltham, MA office, you will report directly to the President of Electude USA. We are looking for an energetic, smart, sales support executive to assist our management and provide support to our sales team. This person will handle sales support and marketing responsibilities for our US office. You will work closely with US staff, as well as with counterparts in Europe and Asia. We need someone who is flexible and able to handle diverse tasks in a calm and collected manner. With Electude, you will work in a multi-national, high-energy, tech savvy company, with offices in multiple countries; providing you the opportunity to experience a variety of new cultures. We are looking for a self-motivated team player, who will own the operational processes of their accounts, within their assigned sales teams.

### **Responsibilities**

- Identifying prospects, qualifying prospects and transferring them into the customer base.
- Post-sales onboarding of customers.
- Setting up trials for prospects.
- Managing accounts in the Electude Reseller CRM system.
- Preparing quotations for sales reps.
- Customer usage monitoring and training needs identification.
- Invoicing and admin tasks in coordination the HQ Finance department.
- Proactively providing support to our sales team.
- Booking travel and sales rep agenda planning.

### **Your profile**

- Time management and organization skills.
- High attention to detail.
- Positive attitude, proactive and ready to get things done when they need to be done.
- An affinity with new and innovative technologies and strong computer skills.
- The ability to work systematically with a sales pipeline & CRM system.

### **What can you expect from Electude?**

- Best in class product knowledge and a leader in its field.
- Competitive compensation package.
- A multinational organization with a flat management structure.
- No-nonsense, all-hands-on-deck, start-up environment.
- Extensive e-learning and LMS training.

### **To apply**

Please address your letter of application with your CV, by email, to [thomas.snyder@electude.com](mailto:thomas.snyder@electude.com), for the attention of Thomas Snyder, President, Electude USA