

# ELECTUDE

Electude is the world's leading automotive e-learning company. We build upon 25 years of experience providing students with the most effective, engaging and enjoyable method of learning. We pride ourselves in focusing on equipping automotive instructors with the techniques, tools and training; ensuring their students receive the best educational experience possible. With clients in over 50 countries, Electude is a true educational innovator that provides the most comprehensive and effective automotive e-learning solution in the world.

We are currently looking for a fulltime:

## **Sales Support Executive – Electude USA**

Working remotely or 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 the unexpected, 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, a 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 bookkeeping 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.
- Strong computer skills.
- Positive attitude, proactive and ready to get things done when they need to be done.
- An affinity with new and innovative technologies.
- 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 fixed and variable remuneration and expense compensation package.
- A multinational organization with a flat management structure.
- No-nonsense, professionalism, trustworthiness and integrity.
- All-hands-on-deck, start-up environment.
- Extensive e-learning 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