

Job Advertisement

Oxford Associates is experiencing exciting growth, and we are looking for additional Corporate Account Executives to meet increasing client demand in the Corporate Training industry. For more than 10 years, Oxford has been assisting leading companies to increase their performance and efficiency through customized soft skills and language programs.

Essential Character Set:

- Sound communication and interpersonal skills
- Highly organized with an eye for details
- Motivated and self-disciplined
- Responsible and loyal

Essential Skills Set:

- Bachelor Degree or higher in business, marketing, international trade
- Excellent communication skills in both Mandarin and English
- Excellent oral and written translation skills
- Proficient using standard word processing and spreadsheet programs

Desirable Experience and Qualities:

- Knowledge and enthusiasm for soft skills training
- Previous experience in sales or marketing
- Proven track record attracting new clients and generating revenue
- Ability to reach top decision makers and pique their interest

Job Responsibilities:

- Maintaining relationships with existing clients through regular contact
- Visiting potential clients to demonstrate products and gain new markets
- Contacting clients by phone to arrange meetings and negotiate terms of an agreement
- Gathering market and customer information
- Negotiating variations in price, delivery, and specifications with HR
- Keeping up to date on the HR training industry
- Recording sales and order information and sending copies to the Finance Dept.
- Reviewing own sales performance
- Gaining a clear understanding of customers' businesses and requirements
- Making accurate, rapid cost calculations
- Feeding future buying trends back to employer
- Expanding on basic sales training by reading or attending seminars
- Translating parts of new product documentation or other sales information

We offer competitive pay and a highly attractive commission structure with benefits based on performance.