



Valemount College is a new, provincially accredited private career training college surrounded by spectacular Rocky Mountain views and located in the Village of Valemount in the scenic Robson Valley. We are now recruiting staff to support the following programs: Mountain Adventure Tourism, Tourism Administration, Rural Entrepreneurship and Small Business Management and First Nations Cultural Tourism. This is a unique opportunity to begin employment on the ground floor, contribute your talents and grow a long-term career with the college.

Position: Sales Representative

Location: This is an online/mobile/virtual position.

Job Type/Remuneration: Commission Based/20% of Tuition Prices.

Work Hours: Choose your own hours.

*\*An informational training session is provided along with sales documentation after recruitment.*

*\*This position may lead to a Sales Manager future employment opportunity.*

### Position Overview

The Sales Representative (SR) is required to pre-qualify potential students for candidacy to the college by ensuring that they meet the criteria and requirements set forth by the college for Admissions. To help students make an informed decision regarding their educational options, the SR provides specific information regarding our academic programs, bursaries and scholarships, future employment opportunities as related to their educational program as well as helping the college reach growth targets.

### Qualifications, Knowledge, Skills and Abilities Required:

- Must have at least 2 years of proven sales experience (education sales preferred) with experience using a variety of sales methods (telephone, digital, consultations, etc...) along with documented evidence proving the ability to meet sales targets/a successful sales track record.
- Excellent selling and communication skills; able to prioritize, organize and manage time effectively.
- Ability to create and deliver presentations tailored to audience needs.
- Relationship management skills and openness to feedback.
- Highly motivated and target driven.
- Must be proficient with MS Office and other standard software.
- Must pass a Criminal Record Check.

### Duties and Responsibilities:

- Create a positive first impression for potential students by conducting telephone, in-person, digital and other types of interviews/consultations with prospective students.
- Must be able to successfully perform duties of working with a diverse student inquiry population and have a high level of account management skills to include customer service, rapport building and follow up.
- Able to understand and promote our brand in an ethical and factual manner, generate leads and work in coordination with other sales and administration teams to meet overall sales targets.

- Achieve agreed upon sales targets and outcomes within the defined schedule.
- Report data on customer consultations, inquiries, enrollments, needs, problems, interests, competitive activities, potential for new services and other data; develop and share leads with the team.

How to Apply:

Please submit a CV/resume and cover letter detailing how you meet the selection criteria by emailing to: [hr@valemountcollege.ca](mailto:hr@valemountcollege.ca) in MS Word or PDF format only. Calls will not be accepted. We would like to thank all candidates in advance for their interest, but only those selected for an interview will be contacted.

Valemount College embraces the principles of employment equity and is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our staff, our faculty and its scholarship including, but not limited to, women, visible minorities, Aboriginal people, persons with disabilities and persons of any sexual orientation or gender identity. Please note that all qualified candidates are encouraged to apply, however applications from Canadians and permanent residents will be given priority.