

## **Admissions Account Executive - Sales**

The National High School is looking for aggressive sales professional(s) to enroll prospective students. Candidate should have good communication and verbal skills. Must have a proven track record of success. Willing and able to work with parents to provide information on the school and enrolling prospective applicants.

Answers to prospective Parents who are looking to enroll their child into the accredited Online High School Program.

Will be provide daily leads to work from. Will be responsible for cultivating and solidifying those leadings through the enrollment process.

Duties:

- \* Services existing leads, answers to new interest, and establishes new students by planning and organizing daily work schedule to call on existing or potential sales leads and other trade factors.
- \* Answers to prospective Parents who are looking to enroll their child into the accredited Online High School Program.
- \* Will be provide daily leads to work from. Will be responsible for cultivating and solidifying those leadings through the enrollment process.
- \* Adjusts content of sales presentations by studying the type of sales lead or factor.
- \* Focuses sales efforts by responding to existing and potential prospective parents.
- \* Submits enrollments.
- \* Keeps management informed by submitting activity and results reports, such as daily call and follow-up reports, weekly work plans, and monthly analyses.
- \* Provides historical records by maintaining records of enrollment and activity volume.
- \* Contributes to team effort by accomplishing related results as needed.

Skills/Qualifications:

Customer Service, Meeting Sales Goals, Closing Skills, Prospecting Skills, Negotiation, Self-Confidence, Product Knowledge, Presentation Skills, Client Relationships, Motivation for Sales