**REGENT Business School** a DHET registered and CHE accredited private higher education distance education provider, offering undergraduate and postgraduate business qualifications, has the following vacancies available:

**STUDENT ADVISOR – JOHANNESBURG**

**Job Functions: Telesales**

**PURPOSE**

Responsible to provide telesales function for educational programmes and provide excellent support services to prospective students.The incumbent is expected to be comfortable with a start-up environment, demonstrate excellent communication skills and a positive attitude with a customer centric approach.

**CORE FUNCTIONS**

* Perform telesales for REGENT Business School programmes
* Strive to exceed sales targets

#### QUALIFICATION (S)

#### A relevant tertiary qualification preferably BCOM Marketing

#### EXPERIENCE AND SKILLS

* 3 years’ experience in the sales environment

**SKILLS AND COMPETENCIES**

* Must have a track record of meeting targets, high sales drive
* Must have the ability to work independently within a telesales environment
* Must be able to speak confidently and demonstrate professionalism
* Must be able to work within pre-determined time frames and deadlines
* Must be a collegial team player
* Proficient in Microsoft Office (Excel, Word, Power Point, Access, Internet and Email)
* Possess a high level of work ethic and confidentiality
* Must be highly energetic and influential
* Must have a sense of urgency in dealing with clients

**ADDITIONAL REQUIREMENTS**

* Reliable transport
* Must be willing to work in Auckland Park

**To apply: All applicants are to forward their CV’s to** hr@regent.ac.za **by no later than 21 February 2018.** Should you not hear from us within 14 days, please consider your application unsuccessful.