



JELLYBEAN PARK CHILDCARE – JOB DESCRIPTION – SALES REPRESENTATIVE

POSITION IDENTIFICATION:

POSITION TITLE:	Sales Representative, Jellybean Park
DEPARTMENT:	Sales / Marketing
ORGANIZATIONAL STRUCTURE:	Reports to: Owner, Director of Business Development; coordinates with Operations Manager.
WAGE STRUCTURE:	Salary (Range depending on experience)
STATUS:	Part-time (20-25 hours per week)
POST DATE:	April 18, 2016
CLOSING DATE:	May 2, 2016

POSITION SUMMARY:

Jellybean Park is a leading provider of early childhood education in Vancouver. Operating two large campuses, one in Langley and one in Metrotown, Jellybean Park is looking to expand their student base to ensure all programs run at capacity.

Jellybean Park is looking for a qualified Sales Representative to be responsible for prospecting, outbound sales calls, responding to all inbound inquiries, leading site visits (at both locations), and executing marketing / promotion initiatives such as attending relevant trade shows, and seeking out appropriate advertising opportunities to increase awareness and business.

POSITION DETAIL:

General Duties:

- Grow business by expanding the student base at both locations
- Develop a strong understanding of the company, its needs, and programs
- Responsible for responding to all inbound sales calls appropriately and promptly to acquire site visits
- Hosting weekly site visits at both locations for prospective clients
- Source advertisement opportunities and execute promotions
- Prepare monthly, quarterly and annual reports as required
- Participate in promotional events, trade shows, conferences, and off-site events as needed



- Provide excellent customer service and express genuine care for children and families

POSITION REQUIREMENTS:

- Must be a warm and welcoming individual, who cares for children
- Must have post-secondary education and a strong set of knowledge in sales, business, and marketing
- 3+ years' experience in sales
- Looking for a self-starter who is confident developing this role with minimal supervision
- Self-motivated, high initiative, reliable self-starter, and strives to continually over-achieve
- Demonstrates ability to make a naturally positive, lasting impression.
- Detailed oriented– Highly organized, superior time management skills, exceptional attention to detail
- Communication– Excellent verbal and written communication with 100% fluency in English

KEY DELIVERABLES / RESULTS:

- Maintaining Jellybean Park standards of service & professionalism
- Increase program attendance by registering new families
- Improve client experience during inquiry calls and site visits
- Develop a CRM system for current and prospective clients
- Promote Jellybean Park to new client bases while maintaining and developing existing relationships

WORKING CONDITIONS:

This is a part-time position with flexible work hours, great for a parent. We can offer childcare as partial compensation for work. Looking for an individual who will be able to be onsite 2-3 days per week (rotating days at both venues), as well as be able to respond to inbound calls and emails from home.

APPLICATION SUBMISSION PROCESS:

If you are a qualified individual and would like to apply for this position, please submit your resume and cover letter to tania@granvillevan.com by April 30, 2016 with JELLYBEAN PARK SALES REPRESENTATIVE in the subject line. Please do not call the centre as we already receive a high-volume of calls.