



Real Estate Institute
6203 W. Howard Street
Niles, IL 60714-3403

Apply Online: www.InstituteOnline.com/Jobs

Real Estate Institute seeks a **full-time Enrollment Specialist** who will primarily focus on outbound sales calls to increase student enrollment. This is a unique opportunity for a sales-focused individual to make important contributions to our fast-growing organization.

Your Role: Pursue revenue opportunities with prospective individual students (B2C) and clients (B2B). Develop and maintain relationships with the utmost attention to detail and timely follow-up. Our clients value our services and consultancy, and your efforts should drive customers to become raving fans who will expand their relationship with our company. Our clients include private companies, trade associations and other organizations whose students we serve in various professions.

About You: The ideal candidate will be comfortable working in a fast-paced environment that requires an organized approach to accomplish goals and meet deadlines. A successful candidate must enjoy building rapport and trust over the phone, as outbound phone calls will be a core day-to-day accountability. At the same time, you must provide exceptional service and support to all the prospective and current customers with whom you interact. Doing so will further enable the company's growth and your own success.

Primary Responsibilities:

- Prospect, develop and nurture B2B relationships with key stakeholders in order increase sales of professional education programs within their organizations.
- Make outbound sales calls to individual student prospects who have expressed interested in our programs or alumni who have an existing relationship with the school and require additional education.
- Provide post-sales assistance and support to ensure a smooth hand-off to internal teams who deliver services.

This position reports to the VP of Strategy & Business Development. You will enjoy close collaboration with the marketing and customer service teams as you make meaningful contributions to the company's growth.

Key Job Functions:

- Conduct daily sales outreach via phone, e-mail and social networking platforms.
- Identify opportunities, assemble proposals, schedule events/logistics, perform follow-up, document interactions, etc.
- Provide program details and other information to support enrollment of individual students with whom you've engaged.
- Provide comprehensive B2B client support by handling inquiries, troubleshooting their concerns, seeking help elsewhere in the organization when needed.
- Collaborate with internal stakeholders to ensure all customers receive top notch service, including the administration of custom B2B programs (that are sometimes provided at client locations).
- Use our customer relationship management system to leverage sales funnels, client documentation, prioritization, reporting, etc.

- Collaborate with the marketing team to develop strategies and collateral that showcase our value proposition to clients and individual students.
- Assist with the planning and execution of open house / information session events, both virtual and in person, with the goal of generating individual course enrollments.

For consideration, you must have the following skills and experience:

- At least one year of client sales support or direct sales experience in a B2B or B2C capacity.
- Bachelor's degree preferred.
- Demonstrate exceptional written and verbal communication skills.
- Proven track record of building and maintaining relationships with clients/customers.
- Be very comfortable making frequent outbound sales and follow-up calls.
- Excellent computer skills, including experience with Microsoft Office (Word, Excel, PowerPoint, Access).
- Experience using a variety of CRM systems is preferred.
- A can-do and upbeat personality with a passion to encourage the same for team members.
- An ability to be flexible and handle multiple tasks concurrently.
- A drive for exceeding revenue targets and goals.
- Self-starter with a strong work ethic who can work independently (as needed).

Additional Requirements and Considerations:

- You may be subject to a background check and pre-employment drug testing.
- You must have a verifiable past employment record.

Company Information:

- Attire: Business Casual
- Company Culture: Small office, team-oriented environment.
- Main location: North suburban Niles with free parking.
- Remote Work: Opportunity for hybrid remote work.

Compensation:

- Base salary + bonus opportunity. Compensation depends on experience.
- Benefits include medical, dental, vision, short term disability and life insurance; paid time off, and retirement (Simple IRA) with company match.

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