**JOB DESCRIPTION**

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| Role Title  **Sales Development Executive** | Department  **International Sales** |
| Location(s)  **Noida/Kolkata** | Reports to  **Regional Sales Manager** |
| Direct Reports  **None** | Indirect Reports  **None** |

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| **Purpose Overview** | We're seeking a professional with a background in excellent customer support, pre-sales support with an exposure in inside sales for a SAAS / ITES product. As a Sales Development Executive, you will be responsible for extending pre-sales support to the sales team; ensuring qualification of inbound leads/customer enquiries in terms of managing their technical / non-technical queries with a focus on achieving inside sales target of generating/qualifying leads set for the year. This position reports into Sr. Regional Manager – North & East India, Bangladesh, Nepal & Bhutan |
| **Key Responsibilities and Outputs** | The Candidate will be responsible for managing specific aspects of the Inside, pre-& post sales function:     * Evaluate & follow-up on incoming marketing qualified leads/inside sales leads to convert them to sales opportunities and convert these opportunities to customers by handing them over to sales team. * Ensuring to update CRM as per the lead qualification * Maintaining report pertaining to lead status * Data Mining activities to create new contact touchpoints. * Generating leads through cold calling/email campaigns * Market profiling, converting the leads into hot prospects. * Achievement of set target of qualifying a percentage of leads. * Handling calls and queries of prospects. * Map, research and analyze assigned territory to identify prospects for new business, qualify identified prospects to create sales opportunities. * Prepare, submit, present territory reports, analytics, highlights, reviews as per defined reporting schedules or as may be required from time-to-time * Use all available sales applications such as Groove, Veelo, etc. to increase sales productivity – prospect & opportunity identification, relationship building, usage enhancement, effective presentations and use of collateral * Establish cross-functional collaborations & partnerships with Turnitin’s other functions/departments including Professional & Educational Services, Sales Enablement, Product Management, Product Support, Product Marketing, Training, Engineering and Corporate Marketing to establish alignment and buy-in on customer success related initiatives * Other responsibilities/tasks like preparing documentation for tender/RPF, preparing documentation for sales support etc. that may be allotted from time-to-time by the Reporting Manager and/or the company. * Coordination with the sales team in a collaborative manner to handover the after qualification. * Coordination with sales team for outbound lead generation activities. |

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| **Qualifications and Knowledge/Experience** | Essential | Desirable |
| * Minimum requirement: Bachelor’s degree (B.Tech./B.Sc./B.B.A./B.B.S./B.A.) * Minimum 2 years’ (2- 6 years) in pre sales, IT solutions selling with the ability to collaborate with internal stakeholders * Good working familiarity with CRM applications like Salesforce, sales & marketing apps like Groove, Veelo and Office suite of productivity applications like Excel, Powerpoint, Word. * Excellent written and verbal communication skills in English * Highly self-motivated/committed with a desire to work in fast paced environment * Broad knowledge of SaaS applications & underlying technologies, EdTech industry and the research & publishing environment | * Graduate/Post-Graduate * Awareness of Inside Sales, Pre & Post Sales Work & adherence to timeline delivery of project * Prior experience of Inside Sales * Experience of working with teams located across multiple geographies. |

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| **Skills & Attributes** | * Demonstrated success in Inside Sales, Pre-Sales activities. * Excellent written & verbal communication and presentation skills * Strong organization and analytical skills * Excellent interpersonal skills with a demonstrated ability to form effective working relationships with both internal and external stakeholders * A strong bias for action * Passion for education & research * Passion for excellent customer/user experience * Attention to detail, ability to work in a fast paced, changing environment and manage multiple projects simultaneously * Sound skill to create/edit excel and other MS applications * Skills to gather and organize data and use the dataset to create various reports * Ability to work independently and perform under pressure |

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