



HALE

EDUCATION GROUP

Position: Business Development and Sales Associate

Location: Dubai & Abu Dhabi, UAE
Taipei, Taiwan
Beirut, Lebanon
Singapore

Reports to: Managing Director

Hale Education Group

Hale Education Group is the leading independent educational consulting firm in the GCC, focusing on US university admissions. We provide college admissions counseling to Emirati and international students seeking admission to the full spectrum of US universities and colleges. Our innovative model has evolved from our deep background and broad experience in admissions counseling in the United States. We center our services on providing intensive one-on-one counseling and guidance to students in every aspect of US college admissions, based on the philosophy of finding the right "fit." Hale's mission is to guide and empower students seeking to realize their maximum personal, academic, and professional potential through the pursuit of American higher education.

SUMMARY

We are looking for a Business Development and Sales Associate for our Dubai office, who can help us grow our customer base in Dubai through a carefully developed strategy.

The ideal candidate should possess the following qualifications:



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Required Skills

- Passion for higher education and strong belief in Hale's mission and vision
- Excellent written and oral communication skills
- Ability to organize, multitask, prioritize, and work under pressure
- Strong sense of responsibility and ability to complete tasks independently and with minimal supervision
- Excellent numerical skills; ability to set and analyze sales targets and pricing of service offerings

Essential Duties and Responsibilities

- Outline a comprehensive business development and sales strategy focused both on company growth and customer satisfaction
- Brainstorm business development opportunities with Managing Director and CEO
- Set and analyze sales targets; communicate directly with Managing Director and CEO
- Identify new business, expansion, and partnership opportunities; complete market research focused on services, prices, and expansion
- Follow up on new business opportunities over phone and email; set meetings with prospective clients and partner institutions
- Identify potential outreach and education-related opportunities as they arise
- Promote the company's products/services addressing or predicting clients' objectives
- Build long-term relationships with new and existing customers



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- Keep records of sales, revenue, invoices, etc.; produce reports
- Plan and conduct occasional sales presentations
- Communicate target audiences with the Marketing Manager
- Field, screen, and direct website and digital marketing leads
- Oversee and manage Dubai section of CRM (innovate, streamline, and systemize processes for office)

Qualifications

- Bachelor's degree from an accredited American university (business related degree strongly preferred)
- 3+ years experience in business development and/or sales
- Female applicants preferred
- Connections in the local education industry preferred

Application Procedure

To apply, send an email with subject line "Business Development and Sales Associate – Dubai," along with a CV (resume) and cover letter to hr@haleeducation.com