

**Role Title (as published):** Internal Sales (established IT Training provider,  
established corporate accounts)

Start Date: Immediate  
Training Provided: Tailored to suit candidate and will include full on-the job  
training plus classroom training on Microsoft applications and  
SAP Overview.  
Date Issued: Thursday, 05 November 2009  
Classification: Permanent  
Reporting To: Projects Director  
Minimum Education: Third level Degree or Diploma  
Minimum Experience: Desirable but not necessary.  
Salary: €22,000 neg. + Bonus + Mobile + Laptop + Training (SAP &  
Microsoft)  
To apply: CV and cover email to **careers@olas.ie**

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### General Purpose of Role

- Sell bookings from established course catalogues to corporate clients. Catalogues include for SAP project team training, and Microsoft Office IT Training, and other courses.
  - Generate interest in products using web marketing, and writing regular e-shots to established customers.
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### Key Responsibilities

- Manage the SAP training needs of a portfolio of SAP/IT departments in corporate customers.
- Manage the IT training needs of a portfolio of corporate customers.
- Use the web, networking, and targeted advertising to generate new leads and convert into new business.
- Produce regular eshots and sales campaigns to customers / prospective customers to promote lowly subscribed courses
- Customer contact – eshots, mailshots, telephone enquiries
- Manage demand lists for SAP training
- Maintain the sales forecast and pipeline files
- Maintain Website content for SAP Courses and monitor Website activity
- Maintain the customer database (ACT) ensuring data is correct and up to date
- Manage the SAP promotional material, ensuring it is available and prominent.
- Produce SAP training schedule
- Liaise with SAP trainers to ensure smooth course logistics
- Meet & greet the participants so as to gain customer knowledge and feedback to SAP Director

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## **Expertise You Will Already Have**

1. Microsoft Tools: You should already have very good knowledge of features & benefits of most Microsoft Office applications.
2. Communication Skills: You are charismatic, quick and convincing on the phone or email, and able to influence even when don't have the authority. You have impeccable grammar and punctuation.
3. WEB Savvy: You already understand how businesspeople use Google, and internet trends (RSS, social networking, etc.)

## **Characteristics of the Right Person**

1. Drive & Ambition
2. Meticulous & Disciplined
3. Loyalty
4. Interested in Sales Role
5. Interested in working in a Training/Learning role
6. You enjoy a fast-paced environment, managing multiple tasks
7. Firm: You are mature enough to balance requests from colleagues with the needs of your own targets, and manage colleagues' expectations

## **Desirable**

1. Advanced skills in Microsoft Office products.
2. Experience of the organisational structures and processes of corporate customers.

## **Joining the OlasIT team:**

You will be joining an exciting, dynamic company with the business ethos  
*"To set ourselves apart from our competitors through our excellence, integrity and professionalism in service provision"*

As part of the Olas<sup>IT</sup> team, your role is vital to the continued success of our company. We pride ourselves on the relationships we build with our clients. Every member of our team contributes to those relationships. You can make a difference to our future and we hope to make a difference to yours.

Since 1981 Olas<sup>IT</sup> has helped Irish businesses to achieve superior IT Productivity. Ireland's only User Productivity specialist, we provide Corporate IT Training, SAP End-user Training, and enhancements to software applications. Our clients include Ireland's flagship Food & Drink and FMCG companies, financial institutions, large pharmaceutical companies and government.

Olas<sup>IT</sup> is also Ireland's only SAP Education Partner, the first port of call for training SAP project teams. In 2007, Olas<sup>IT</sup> was acquired by Assima plc, a leading global technology and services company whose solutions specialise in increasing the adoption and performance of users of large enterprise systems. Assima has direct operations in 10 countries in Europe and North America and strategic partnerships extending its reach in the Middle East and Asia. In 2005 Assima was recognised as the Fastest Growing Technology company in the UK.

CVs and cover letters by email please to: [sales@olas.ie](mailto:sales@olas.ie)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_