

Company Overview

Dukes Plus Consultancy is a subdivision of Dukes Education and is home to six world-leading university consultancy brands: A-List Education, Oxbridge Applications, The Medic Portal, The Lawyer Portal, Dukes Drama, and Dukes Tutoring. Every year, these consultancies support thousands of students to secure competitive university places, whether that be Oxbridge, a US college, medical school or law school.

Our values

Educate with empathy.

Advise with ambition.

Innovate with integrity.

Dukes Plus Consultancy prides itself on its inclusive and ambitious company culture, putting its people first and pushing everyone to reach their full potential. We are looking to welcome driven, talented people to our team who feel a sense of affiliation with our mission!

Job Description	
Title	Sales Consultant
Department	Oxbridge Applications
Reporting to	Deputy Head of Sales
Working Days	Monday - Friday
Position Type	Permanent
Role Overview: The Sales Consultant will be based in Oxbridge Applications, focusing on sales targets and goals, assisting with the growth of the organisation. As a Sales Consultant, you will be responsible for driving sales and providing exceptional customer service. Your primary role is to engage with potential clients, understand their needs, and offer solutions that meet those needs, ultimately closing sales and contributing to the company's revenue growth.	
Main Role Responsibilities: • Responsible for answering parent and student phone calls and email enquiries. • Provide knowledgeable Oxbridge application advice to students, parents and schools, free of charge, on the phone. • Actively work toward sales targets by calling new leads, and processing sales with care, reliable administration, thoughtful customer service and expertise. • Booking Private Consultations for families and then converting these to long-term support programmes • Training to take part in Private Consultations. • Contributing to the twice weekly Sales Meetings, occasionally preparing a sales report.	
Sales Activities: • Achieve and exceed sales targets and KPIs. • Prepare and deliver sales proposals and contracts. • Negotiate terms and conditions with clients. • Follow up on leads and convert them into sales.	

Product Knowledge:

- Maintain a thorough understanding of the company's products and services.
- Stay updated on industry trends and competitor activities.
- Educate customers on product features, benefits, and applications.

Customer Service:

- Provide excellent customer service by addressing client inquiries and resolving issues.
- Ensure customer satisfaction and build long-term relationships.
- Conduct post-sale follow-ups to ensure ongoing customer satisfaction and support.

Reporting and Documentation:

- Maintain accurate and up-to-date records of sales activities and client interactions in the CRM system.
- Prepare regular reports on sales performance and market feedback.
- Collaborate with the sales team and other departments to align strategies and share insights.

Required experience and skills:

- Oxbridge Bachelor's degree or above (strongly preferred)
- Proven experience in sales, preferably in education (preferred not essential)
- Excellent communication and interpersonal skills (essential)
- Strong negotiation and closing skills (essential)

Extra Role Benefits

- Flexible working
- UNCAPPED Commission payments
- Free in-house gym access with an in-person personal trainer who can support you with your fitness journey!
- 25 days holiday allowance and a generous TOIL policy, as well as additional leave for Christmas and your birthday off
- Fast career growth opportunities
- Best-in-class training & development opportunities, led by Dukes Education
- Employee Assistance Programme with access to professional counselling
- Regular social events
- Enhanced family friendly policies
- Enhanced Sickness policies

Salary: £28,000-£30,000 + ~£10,000 OTE

Working Schedule: 9am – 5pm from 1st January to June and from 1st July to December 9am – 5:30pm, Monday- Friday. Some weekend and evening work may be required, but you will know dates for this well in advance and be given time off in lieu.

Location: Hybrid working with 2-3 days in our central London office and 2-3 days from home.

Start date: *As soon as possible*

Note: *Dukes Plus Consultancy is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. All appointments are subject to relevant checks in line with Safer Recruitment guidelines, including, but not limited to, DBS Disclosure checks, identity checks, online search, employment history and reference checks, and international criminal record checks where required.*

Employee Acknowledgement

I confirm that I have read, understood, and agree to the responsibilities and expectations outlined in the above job description. I understand that this document may be reviewed and updated periodically in line with the needs of the business.

Employee Name: _____

Signature: _____

Date: _____