

Position: Assistant Sales
Department: BeGo Education Executive Office
Vacancy: One
Location: Beijing

Job summary

We are looking for a talented and friendly sales assistant to help our senior sales team and our customers find the best service for their needs and ensure an amazing customer experience, whilst boosting sales and revenue. You will report directly to the Head of sales.

A day in the life Program Director:

- Ensuring customers receive an outstanding customer experience, by meeting-and-greeting and answering about all services
- Maintain a working knowledge of the industry and the services on
- Assessing customer needs and recommending suitable services
- Promoting service offers and up sale opportunities to generate repeat of business from customers
- Processing customer transactions, dealing with their requests and accepting and relaying all complaints to the Head of sales

About you:

- Excellent face-to-face communication skills and a willingness to go the extra mile to ensure customers satisfaction
- A good grasp of English and Mandarin language and culture
- A high level of patience and the ability to work in a busy and sometimes pressurized environment
- Ideally you will have experience working in a customer facing role within the service industry, preferably in Education or training environment, but this is not essential
- A certificate of higher education from preferably Diploma or Bachelors

To thrive in your position, you'll need to:

- administrative matters and problems
- Strive to do your best for yourself, the company, and clients
- Treat others the way you'd like to be treated
- Be willing to learn and improve yourself

What we offer you...

- Competitive salary and bonuses
- Medical and health insurance cover
- Support with accommodation and/or travel expenses (foreigners only)
- Upskilling and accreditation opportunities from leading organisations
- Fast-track to mid-level and senior management positions
- Others

Who we are

BeGo is the education brand of LC Venture, a UK registered Consultancy and Business Advisory firm with subsidiaries in Mainland China and Hong Kong. LC Venture provides comprehensive business solution services to its clients and specialises in market entry, intelligence and the financial and professional services industries in the China-UK market.

BeGo Education provides a bespoke and professional educational advice and consultancy support to its clients with their children's' educational goals by helping them identify the best-fit international school, UK boarding school or universities and supporting them with preparation and application. The company also provides these

How to apply

To apply, please send your resume and cover letter to our Office address at:

BeGo Education

Room 603A 26, Chaowai MEN Office Center
Chaoyangmenwai Street,
ChaoYang District, Beijing 100020

Or, you can email them to Mandy Zhang at: hr@lcventure.com