

Job Description For Sales Office Manager Mexico

Position N°	STD-IBD-002
Version	2.0
Date	13/10/2023

Information Générale	
Management	Studely
Job title	Sales Office Manager
Line Manager	General Manager
Type of Contract	Permanent
Place of Work	Mexico with the possibility of frequent travels

1. Carrière	
1.1 Career Path	Sales Department
1.2 Position Family	Commercial
1.4 Objectives/Principal mission	The Mexico sales office manager is responsible for establishing and developing Studely in the Mexican market. He/she is primarily responsible for the company's development in Mexico and promoting and developing its commercial offer.

2.0 Leadership	
2.1 Functional Authority	Yes
2.2 Disciplinary Authority	Yes

3.0 Responsibilities	
Missions	Detailed description of activities
3.1 Main Activities	<ul style="list-style-type: none"> Represent Studely locally with consular authorities in France, Belgium, and Germany, Campus France, and higher educational stakeholders. Implement the development and promotion strategy in the country in conjunction with Studely France. Strengthen Studely's position in the Mexican market for student mobility to France, Germany, and Belgium. Contribute to the development of Studely's reputation and brand image among students and local partners. Develop and enhance Studely Mexico's retail offering by participating in the design of its services. Develop commercial partnerships with the various stakeholders involved in student mobility to France (schools, colleges, financial institutions), Germany, and Belgium. Coordinate Studely's network in the country, in liaison with Studely France. Report to Studely France General Management.
3.2 Complementary Activities	<ul style="list-style-type: none"> Ensure day-to-day administration and financial management and monitoring.

4.0 Skills and Knowledge	
4.1 Training	<ul style="list-style-type: none"> • Undergraduate decree +3/5 (management)
4.2 Professional Experience	<ul style="list-style-type: none"> • 3 – 5 years of experience in a position with a strong interpersonal dimension relative to international education would be a plus.
4.3 Skills/ Profile	<ul style="list-style-type: none"> • Excellent expression of Spanish and English. French would be an added value. • Good written and oral communication skills • Diplomacy and listening skills, with good interpersonal skills • Commercial prospecting and sales skills. • Ability to adapt to different contacts (consulates, students, parents, and partners).
4.4 Personal Skills	<ul style="list-style-type: none"> • Great sense of autonomy. • Intellectual curiosity (be knowledgeable). • Sense of service and empathy. • Very organised. • Excellent interpersonal skills. • Interest in developing a professional network. • Ability to work in multidisciplinary teams. • Good listening and communication skills • Ability to synthesize and analyze.
4.5 Special Conditions	<ul style="list-style-type: none"> • Availability for local and International mobility.