Global Programs Specialist
The Cambridge Network - Waltham, MA
Apply On Company Site

The Cambridge Network is looking for an inspired professional for the position of Global Programs Specialist - Waltham, MA

The Cambridge Network encompasses a global family of international education companies that support students, families, schools, and colleges. Driven by a common purpose, The Cambridge Network and its integrated businesses enable people to expand their perspectives through cross-cultural learning.

Position Overview:
We are seeking a Program Specialist to promote our educational programs and services to students, parents, and recruiters with the goal of enrolling new student customers. This role involves reporting to the Sales Manager of Global Sales Operations. This role also works with internal service teams to ensure a smooth transition for the customer from the sales team to receiving services. Finally, the Program Specialist will also be responsible for participating in new business development initiatives to engage new populations of customers.

Assist in the creation of team policies and practices to ensure the delivery of consistent, accurate, and efficient Sales and Marketing processes
Work to ensure all sales organization objectives are assigned in a timely fashion
Assist internal departments to develop the market-entry strategy and sales channel for new products
Coordinate training plans for the Sales team
Work closely with Sales Management to inspect sales process quality and prioritize opportunities for improvement
Assist Sales Management in understanding process bottlenecks and inconsistencies
Facilitate an organization of continuous process improvement
Monitor the accuracy and efficient distribution of sales reports and other intelligence essential to the Sales organization
Ensure high level of communication with customers
Source and manage vendor organizations to support company sales’ objectives
Achieve strategic objectives defined by company management

Commented [EG1]: Evaluate information and its sources using validity criteria.
Analyze concepts or evidence.
Draw logical conclusions based on information.

Commented [EG2]: Evaluate information and its sources using validity criteria.
Analyze concepts or evidence.