

ACCOUNT MANAGER

Introduction

The Oxbridge Research Group (TORG) is a small but rapidly growing company of some twenty-five employees, based on Charlotte Street in Central London.

Through a freelance and in-house network of more than 1500 academics from Oxford and Cambridge University, we provide a wide range of academic support services predominately for an international student clientele. These include: model essays, dissertations & personal statements; private tuition; academic, literary & commercial editing; university, legal & investment banking careers advice; and more besides.

The Position

We are looking to appoint an Account Managers to our Sales Department.

The main part of role will be to liaise with clients via face-to-face meetings, telephone and email. Inquiries are typically of a detailed and extensive nature, requiring considerable personal attention from the Account Manager.

Requirements

Applicants should have:

- A good sales and customer support mentality.
- Excellent written and spoken English.
- Confidence on the telephone and in face-to-face meetings.
- Typing competency and a decent knowledge of Microsoft Word, Outlook & Excel.

Salary: £8 per hour + performance related bonus.

Hours: 48 per week. Two Saturdays per month.

Location: Charlotte Street, Fitzrovia, Central London.

Contract: The initial contracts will last 3 months, with significant prospect of a full time position

Confidentiality: All applications will be made and kept in strict confidence.

To apply: Please send a cover letter and CV to johnf@torg.co.uk.