

Sales Operations Executive

CognaLearn was founded to help educators replace lectures with Team-Based Learning. Our award winning www.intedashboard.com online team-based learning platform provides professors with the real-time data to deliver the engaging collaborative learning experiences used to develop problem-solving skills essential for the workforce. Since our founding at Duke-NUS Medical School, we have grown to serve over 100 institutions, 1 in 10 US medical schools and 25% of the Ivy League.

We are looking for a Sales Operations Executive who will be based remotely or in Singapore and report to our founder at our global headquarters in Singapore and support the sales process in North America, Europe, and Asia-Pacific.

What You Will be Doing

- *Coordinating:* Support the sales process, information transfer activities and liaison between sales, marketing, finance, legal, technical and customers.
- *Improving:* Implement efficiencies in the sales and marketing process, workflows, and tools.
- *Reporting:* Maintain accurate and timely customer, pipeline, and forecast data.
- *Monitoring:* Help with account retention, renewals, expansion, and referrals.
- *Learning:* Become fluent in the InteDashboard technology platform and team-based learning.

What You Should Have

- *Organization:* Willingness and comfort with being a hands-on, organized, and detailed executor.
- *Communication:* Excellent writing and oral communication skills.
- *Attitude:* Positive outlook and aptitude for relationships with educators and a global team.
- *Achievement:* Track record of achieving personal and team goals.
- *Relationships:* Comfortable interacting with global customers (mostly university professors).
- *Problem solving:* Ability and willingness to learn quickly and solve problems creatively.
- *Nice to have:* 0-3 years of experience in B2B SaaS sales, preferably within education; bachelor's or related degree; and exposure to university professors in the United States.

We believe that teams with diverse and complementary skills perform best and continue seek to broaden the diversity and capabilities of our team. Our Great Place to Work Culture is based on having our team enjoy what they are doing, who they are doing it with and being rewarded fairly.

How to Apply: Send a cover letter and a one-page resume with the subject "Sales Operations Executive - [your name]" to careers@cognalearn.com. Please highlight what you can contribute to our team, why you want to work with us and include this paragraph in the cover letter:

"I hereby give consent for my personal data included in my application to be processed by CognaLearn Pte Ltd, whose registered office is 75 Ayer Rajah Crescent #01-01, Singapore 139953 for the purposes of recruitment process for the Customer Advisor, Singapore position under the Personal Data Protection Act of 29.08.1997 (Journal of Laws No. 101, Item 926 as amended)"

Only shortlisted applicants will be contacted.