



USA Education Services

Background of the company

USA Education Services is a new way of focusing on connecting international students with Higher-Education Institutions in the United States of America by offering online education programs and qualifications on a journey of intellectual transformation in all corners of the world in a smart way. Thus, students will have a chance of choosing preferred best universities and colleges among the ones that are associated with us and fill application forms available from our website requesting for admissions and scholarships. Therefore, this connection will help students to handle all inconsistencies that may occur in the application process or during the ongoing undertaken program to save time and money.

Therefore, helping people to speak clearly, confidently, professionally and to be understood in their spoken English during daily activities and mainly to familiarize themselves with the pronunciation of native English speakers; USA Education Services connects students with the best English trainers for the **General English** and **American Accent Pronunciation Programs**. In addition, USA Education Services helps people prepare effectively for the **TOEFL / IELTS** tests.

USA Education Services encourages people to join its TOEFL / IELTS programs to effectively prepare for TOEFL / IELTS tests in order to obtain English proficiency certificates for various scholarships and international jobs and completely transform their lives.

Our General English courses are designed to improve your English language skills and give you more professional and academic options in the future. As well as taking lessons, you will have plenty of time to sight-see and explore your destination. The course is available at all levels from Elementary to Advanced, with classes made up of different levels. The focus is on the four main aspects of language: reading, writing, listening and speaking, and USA Education Services offers extensive and varied activities programs to help you make the most of your destination.

The American Accent pronunciation program will help people speak clearly, confidently, professionally and be understood in their spoken English during their daily activities; Mainly to be acquainted with native English speakers' pronunciation and to obtain an American Accent pronunciation program certificate.

website: www.usaeducationservices.com



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Objectives:

USA Education Services aims at offering American online education services to international students for a journey of intellectual, social, and personal transformation far beyond the traditional college experience. USA Education Services aims to help customers from different industries to enroll in its English language programs to become proficient in English through their online intensive learning.

Job Description:

USA Education Services is seeking to recruit suitably qualified, detail oriented, dynamic and self-motivated Business Agent who will sensitize its business goals in Rwanda for sales enhancement. Business Agents will sensitize the company programs and build customer relationships. As sales is a core process of a company, professionals in this occupation can make significant impacts on a company's performance. The USA Education Services in Kigali is recruiting for the position of Business Agent. The position is open to All Interested Candidates/All Sources and able to start as soon as possible.

Duties of the Business Agent

- Develop product knowledge concerning all of USA Education Services programs;
- Advise customers about the company values and goals to meet their interests;
- Explain to customers about company programs and their returns;
- Build rapport with customers by providing accurate guidance;
- Recommend more than one program option whenever possible so customers feel as though they have multiple options;
- Suggesting new items to customers based on their selections;
- Organize sales presentations and ensure that all sales presentation materials are prepared prior to deadlines;
- Update customer records in the company database as required;
- Collaborate with the management team to monitor active purchase orders and make sure that registration is completed on time;
- Building customer relationships;
- Report any inventory or service issues to the USA Education Services management team immediately.



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Requirements:

To be competent on Business Agent position, candidates should meet the following requirements:

- To have at least a high school diploma;
- Successful candidates should have at least two years of experience in business, marketing and sales or related field;
- Understanding of the sales process and dynamics;
- A commitment to excellent customer service;
- Excellent written and verbal communication skills;
- Having excellent communication skills and solid understanding of financial management is an advantage.

How to apply:

Interested candidates should fill the application form available at <https://www.usaeducationservices.com/application-form> and send additional required documents such as Resume, Academic certificate and Head shot picture as detailed on the website to the following email: usaeducations2020@gmail.com.