



GENUINEDOCS LTD Job Posting

Position: University Relations Manager (Toronto)

Job Overview:

Required Education: Graduate Degree
Required Experience: At least 5 year(s)
Location: Toronto
Manages Others: Yes/Cross functions

Job Type: Business Development
Required Travel: Possible (20%)
Employee Type: Full-Time
Relocation Covered: No

Job Description:

The Genuinedocs business development is facing tremendous growth and is looking for a University Relations Manager to support this. The candidate selected for this position will be responsible for developing relationships with high profile academic institutions. The individual selected for this position will be part of a team-based business development organization and will help prioritize the efforts of customer service, applications and other platform resources. The candidate will be responsible for generating opportunities and managing institutions' projects and on-boarding.

Essential Responsibilities: Specific Duties

- Meet or exceed business development targets in line with the business plan and strategic direction.
- Strengthen current relationships and develop further long-term and technical relationships.
- Grow sales of value added solutions with academic institutions.
- Lead multi-functional teams on selected customer projects.

Job Requirements:

Key Requirements

- Bachelor's Degree in Business Administration or equivalent combination of education and experience.
- Minimum of 5 years experience in sales management.
- Self-motivated and execution focused with an ability to meet deadlines.
- Enjoy working in a team environment without losing focus on target achievement.
- Experience in project management experience preferred.
- Excellent communication, interpersonal and presentation skills.
- Demonstrated achievement in past service and/or technical roles.
- Working knowledge of Customer Relation Management (CRM) application.
- Must be willing to travel at least 20% or as customer needs dictate.

Competitive Salary & Bonus plan!

EMAIL RESUME TO: careers@genuinedocs.com