

Center for Career Placement & Alumni
Graduate Placement Services (GPS)

JOB VACANCY FORM[®]

IMPORTANT: The information presented in this document can be shared only internally at UAE University!

Job Reference No.: JV568

Company Name: TransPerfect



Company Type: Private

Job Position/Title:	Sales Executive	Academic Major:	Business, Marketing, Entrepreneurship
Salary Range:	12-14k AED monthly + commission	Years of Experience:	1 – 2 years minimum experience
Job Location:	Dubai	Job Type:	Full-time
Nationality:	Any Nationality	Gender:	Both
Job Description:	TransPerfect was founded in 1992 with the following mission: to provide the highest quality language services to leading businesses worldwide. With no external financing, the TransPerfect family of companies grew from its humble beginnings as a two-person company operating in an NYU business school dorm room into the world's third largest translation and software localization firm and one of the fastest-growing privately held companies in the United States. With a network of over 8,000 language specialists and more than 2,800 full-time employees in over 80 locations throughout the Americas, Europe, Asia, and Australia, we're continuously ready to meet our clients' needs, around the world and around the clock. We attribute our growth to the skill, aptitude, and commitment of our high caliber employees. Put simply, we hire the most talented candidates and give them the guidance, resources, and opportunities they need to grow their career in an expanding environment. Position Summary: The position of the Sales Executive is responsible for developing new business relationships and serving as the first level of support to existing clients. Position responsibilities: • Research prospective clients through several strategies including internet research, trade show lists, referrals, yellow pages, various professional directories and personal investigation • Create accurate spreadsheets of prospective client data including names, titles, phone numbers, addresses and various other information • Generate daily mailings to prospective clients using updated and accurate spreadsheets • Cold call prospective clients • Creatively problem solve to improve current new business development strategy • Negotiate rates and deadlines with prospective and current clients • Educate prospective and existing clients regarding the translation process, including TransPerfect's rates, justification for turnaround time and		

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	competitors' information • Liaise with production to ensure that all jobs are handled appropriately and with keen attention to detail, resulting in a perfect product • Consistently follow up with clients to ensure their satisfaction with delivery, quality and customer service • Research and understand all industries that TransPerfect markets to including industry leaders, current events and any other pertinent data • Perform other special projects or duties when required Essential skills and experience required: • Excellent written and verbal Arabic and English communication skills • Minimum Bachelor's degree or equivalent • Excellent problem solving and analytical skills • Strong interpersonal skills • Effective time management and attention to details
Minimum Qualifications:	Bachelor's Degree
No. of Positions Required:	2
Job Close Date:	ASAP

To Apply, UAEU Graduates/Alumni should send their CVs to:

nali@transperfect.com

JOB NAVIGATOR

Locating Your Career Path

