

JOB DESCRIPTION

Supervisor : **Country Director**
Position : **Sales Manager**
Status : **Full-time**
Location : **Amideast Rabat or Casablanca office**

Position Overview

Under the supervision of the Country Director, the Sales Manager is responsible for increasing both corporate sales and general enrollment for Amideast's English language and testing products. The geographic focus is on greater Rabat, yet sales could be generated from any part of the country, recognizing Amideast offers some online English courses and many testing solutions can be administered virtually in any city with approved testing facilities.

The Sales Manager will expand and maintain key sales relationships with Moroccan enterprises, corporations, ministries, universities and NGOs. This will involve coordinating all related sales activities with relevant Amideast staff which includes the Customer Service/Front Desk staff, Department of Finance and the Country Director. The Sales Manager is primarily responsible for meeting and exceeding agreed upon quarterly sales targets, as well as broadening Amideast's client base. This is a salaried position with commission tied to sales.

Responsibilities:

- Solicit new sales opportunities for English language services and testing products through phone calls and visits to potential clients in and around Rabat and neighboring cities, excluding Casablanca;
- Forecast sales targets as per the annual budget and business plan and ensure they are met, ensuring growth of each of the various products;
- Maintain sales volume, product mix, and selling price by keeping current with supply and demand, changing trends, economic indicators, and competitors;
- Establish sales objectives by forecasting and developing quarterly sales quotas for different sectors, particularly relating to ETS products;
- Provide market feedback to senior staff regarding competitive offerings and generate product development ideas.
- Provide expertise on selling prices in conjunction with relevant Amideast staff by monitoring costs, competition, and supply and demand.
- Produce weekly sales reports and communicate regularly with the Country Director and Casablanca General Office Manager regarding sales developments.
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks; participating in professional societies.
- Maintain excellent technical understanding of all products.

- Contribute ideas and expertise in the strategic marketing and development of new and existing products in both English and testing.
- Represent Amideast at various conferences and sales conventions or fairs through presentations, and attendance at booths.
- Provide the Finance Manager and relevant accounting staff with a monthly accounting of sales, with purchase order back-up, to ensure timely billing.
- Act as the lead liaison with all accounts to ensure timely payment.

Qualifications

- **Education:** A university degree equivalent to a license or higher in business or marketing.
- **Experience:** 10 years of relevant professional experience, including at least 2 years of sales experience in which the applicant developed a client base through direct sales and marketing. Excellent negotiation skills, proven track record of successfully pitching for new business.
- **Languages:** Strong English, fluent French and fluent Arabic.
- **Knowledge:** Intimate understanding of the Moroccan business and educational community. Ability to bring an existing professional network a plus.
- **Mobility:** Ability to drive one-self to sales visits and conduct periodic visits to other cities and towns independently.

Note: This job involves local travel. Transportation reimbursement, phone and laptop will be provided. Ownership of a car will be necessary.

UNDERSTANDING:

This position description is not intended to be all-inclusive, and the incumbent will perform other reasonable business-related duties as assigned by the immediate supervisor and other managers when necessary. Amideast reserves the right to change duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

TO APPLY: If you are interested in applying for this position, please submit your resume and a cover letter to harmorocco@amideast.org before July 15, 2026, at midnight.