



Job Title: OnBoarding Specialist - Sales

Location: Kingston, Jamaica

Company: EVDATI Marketplace (JamaFo)

Job Type: Full-time & Remote

About EVDATI Marketplace: EVDATI is a comprehensive online marketplace designed to empower Jamaican businesses by enhancing their sales and online presence. We connect MSMEs with a local and global audience, providing the tools and resources necessary to thrive in the digital marketplace. Our mission is to become the leading online marketplace in Jamaica, akin to global giants like Amazon and Shopify.

Job Summary: We are looking for a highly motivated and dynamic **On-Boarding Specialist** to join our team. The successful candidate will be responsible for identifying potential business clients, soliciting them to list their businesses and products on the EVDATI Marketplace, and managing their accounts throughout the onboarding process. This role requires excellent people skills, understanding of e-commerce, and the ability to build and maintain relationships with business owners.

Key Responsibilities:

1. Lead Generation and Outreach:

- Identify and research potential businesses that would benefit from joining the EVDATI Marketplace.
- Develop and execute strategies to reach out to potential clients through various channels, including cold calls, emails, social media, and in-person meetings.
- Maintain a robust pipeline of leads and manage outreach activities efficiently.

2. Sales and Solicitation:

- Present and explain the benefits of **EVDATI Marketplace** to potential clients.
- Tailor pitches to address the specific needs and concerns of each business.
- Convince business owners of the value of joining **EVDATI** and assist them in understanding how the platform can help them grow their sales and online presence.

3. On-Boarding and Account Management:

- Guide new clients through the onboarding process, ensuring they are comfortable with the platform and its features.

- Assist clients in setting up their online stores, including product listings, pricing, and shipping options.
 - Provide ongoing support to clients, addressing any questions or concerns they may have during the onboarding phase.
- 4. Relationship Management:**
- Build and maintain strong relationships with clients, acting as their primary point of contact.
 - Regularly check in with clients to ensure they are satisfied with the platform and to identify opportunities for upselling additional services or features.
 - Gather feedback from clients to help improve the onboarding process and the platform overall.
- 5. Reporting and Analysis:**
- Track and report on key performance indicators (KPIs) related to lead generation, conversion rates, and client satisfaction.
 - Use data to identify trends and areas for improvement in the onboarding process.
 - Collaborate with the marketing and product development teams to share insights and contribute to the continuous improvement of **EVDATI Marketplace**.
- 6. Training and Development:**
- Stay updated on the latest trends and best practices in e-commerce and online marketplaces.
 - Attend training sessions and workshops to enhance sales and account management skills.
 - Share knowledge and best practices with the team to contribute to overall team success.

Qualifications:

- Proven experience in sales/marketing, account management, or business development, preferably in the e-commerce or technology sector (not required).
- Strong understanding of online marketplaces and e-commerce platforms.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong organizational and time management skills.
- Proficiency MS or Google Suite
- Passion for helping businesses grow and succeed.

Benefits:

- Competitive salary and commission structure.
- Opportunity to work with a dynamic and growing team.
- Professional development and training opportunities.
- Flexible working hours and remote work options.

How to Apply: Interested candidates are invited to submit their resume and a cover letter detailing their relevant experience and explaining why they are the ideal candidate for this position. Apply on the link provided.