



ChildCare Education Institute (CCEI) is the leading online training provider in the early child care industry. CCEI is committed to developing relevant and up-to-date coursework that meets the training needs of early childhood professionals. CCEI has over 14,500 active students, enrolled in continuing education courses and certification programs. CCEI maintains excellent student satisfaction scores and a recommendation rate of 99.4%.

CCEI is currently seeking Recruiting Coordinators with experience in education recruiting, training product sales or telemarketing. CCEI has pioneered teacher training through its' online delivery, state of the art learning management system and industry leading certificate and training programs including college credit options. This position is located in Duluth, Georgia.

In this role, the **Recruiting Coordinator** will have the following responsibilities:

- Meet monthly enrollment targets for CCEI Course of Study Programs
- Make outbound phone calls to an assigned list of childcare centers and targets
- Complete lead inquiry with enrollment
- Cold Call for new business
- Enroll students in course of study programs
- Complete necessary enrollment paperwork
- Sales administration as needed
- Maintain reporting as required
- Track performance via the CRM

**Candidate Requirements:**

- Outstanding phone and time management skills
- Well organized with outstanding attention to detail
- Strong communication and interpersonal skills
- Ability to focus attention on quantifiable goals for achievement
- High standard of personal ethics
- Knowledge of sales techniques
- Previous sales experience
- Ability to generate leads
- Good closing skills
- Technology oriented with experience in Microsoft Office Suite

**Preferred:**

- Experience in educational recruitment
- Candidate fluent in Spanish

**Compensation:**

CCEI hires employees who are committed to excellence. CCEI employees are offered competitive compensation with bonus opportunities and an outstanding benefits package, including: medical, dental, and vision care. Other benefits include: life and disability insurance, paid time off, holidays, and a 401(k) Retirement Plan.

CCEI is an Equal Opportunity Employer.

For more information, contact Bob Nylen at [bnylen@cceionline.com](mailto:bnylen@cceionline.com).