



VVIP Job Description And Benefits Package Outline

Requirements:

- Willingness to build, foster and maintain Relationships with internal (students/ clients) and external (salespeople/ centers/ staff) clients with an emphasis on Communication, Support, and Flexibility
- Willingness to communicate with clients during non-class time eg. class reminder/ likes on WeChat
- Professionalism and a strong sense of customer service
- Understanding of professional mannerisms and appearance when with clients or in centers
- Exceptional teaching, coaching skills and capabilities
- Eagerness for self-development and career progression
- Flexibility to unforeseen schedule changes
- Ability to work independently and build relationships based on trust and respect
- A desire for self-development and career progression in a fast growing and dynamic team
- Willingness to travel to class locations and possibly occasional an on-site location
- Willingness to understand students' needs and add materials relevant to core learning in order to enrich students experiences
- Ability and willingness to teach all ages, general English to business to skills based courses
- A strong understanding of WSE teaching methodology and an ability to persuade students of its value
- Willingness to help sales with needed support / sensible understanding of sales
- Willingness to deliver classes with an approximant travel of two hours outside city center
- Willingness to occasionally travel to other cities and towns

Key Point Expectations:

- Based on 40 hours a week
- Expected to teach 10 -12 classes a week (2 hours per class)
- Approximately 50% of working time is for traveling to client's location and class preparation
- Attendance and participation of weekly meeting/ training sessions
- Delivery of classes one-to-one
- Travel in and around city center (generally 1.5 – 2 hours outside city center is our serviceable area)
- Travel expenses between classes is subject to monthly reimbursement



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Responsibilities include:

- Delivery of prescribed classes to a variety of clients ranging in ages from 4 to adult , including but not limited to:
- Teaching WSE VVIPs on site or in center depending on student's desired location
- Providing detailed reporting and follow up on students' / on-site classes progress
- Providing after class electronic follow up about key points of class delivered
- Coordinating with CTs (Chinese Teachers) about student learning issues
- Delivering WSE VVIP demo classes and conduct oral tests when needed
- Coaching senior managers and C-level executives across a range of industries
- Establishing and maintaining relationships with clients
- Being flexible and supportive to clients' needs
- One day reminder for clients classes
- Key account follow up if needed
- Possible travel to other cities / towns
- Possible support of centers when needed

Benefits:

- Travel between class reimbursement (up to 600 RMB/m)
- Mobile phone allowance (up to 200 RMB/m)
- Bonuses generally between 2,400 RMB - 4,000 RMB based on number of classes delivered (or the equivalent)
- Salary: 17,000 RMB – 20,000 RMB based on location and experience
- Seasonal Allowance (Winter/Summer) - 500 RMB/m