**JOB DESCRIPTION**

**Section A: Position Details**

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| --- | --- | --- | --- |
| Title | Sales Junior | Reporting To (Position) | Sales Manager/GM |
| Grade |  | Company/ Division | UMW Equipment Systems (Vietnam) Co., ltd |
| Location | UMW VIETNAM | Department/ Unit | Sales & Markerting |
|  |  | Version/ Last Date Review |  |

**Section B: Purpose**

|  |  |
| --- | --- |
| Job Purpose  (Why does the job exist) | Promote to Sales Excecutive |

**Section C: Key Responsibilities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Key Responsibilities: | | 1.  2.  3. | List in brief/ concise statements  Time spent on each responsibility  Importance of task | |
| Task Importance | Responsibility | | | Time Spent  (%) |
| 1 | Identify prospective customers, lead generation and conversion. | | | 40% |
| 2 | Contact new and existing customers to discuss needs.  Emphasize the features of products to highlight how | | | 20% |
| 3 | Do Work schedule to call & survey customers potential and other trade factors. | | | 20% |
| 4 | Forklift product & New product ( Automation equipment -Key chart ) knowledge to generate sales  Be knowledgeable about the product. | | | 10% |
| 5 | Perform other duties as assigned by management | | | 10% |

**Section D: Academic Qualifications, Experience, Knowledge & Skills**

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| --- | --- | --- |
| Please state required qualifications, experience, knowledge and skills for this position. | | |
| i | Academic Qualifications | Bachelor’s degree or equivalent  A degree in sales, marketing, commerce or a related field would be advantageous. |
| ii | Work Experience | Got 0-3 years working experience |
| iii | Knowledge | M & E Engineering & Good product knowledge be advantageous. |
| iv | Skills | Good communication and interpersonal skills  Good in soft skill requirement from the job need  Teamwork skill |

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**Section E: Functional Competencies**

**Please leave blank. Functional competencies will apply upon the completion of the Functional Competencies projects.**

**Job Description Hand Over:**

I hereby acknowledge receipt of the Job Description and have read, understood and agreed to the contents herein. I understand that this Job Description is not exhaustive and I am required to perform any other duties as may be assigned by my superior(s) from time to time. I also understand that the Management reserves the right in altering/updating this Job Description at its sole discretion from time to time due to business needs. I shall, at all times, perform all of the duties that may be required of and from me to the best of my ability, as well as to the reasonable satisfaction of the Management.

|  |  |
| --- | --- |
| **Job Owner** | **Immediate Superior** |
| Signature: | Signature: |
| Name: | Name: |
| Date: | Date: |