



# **Interflour Group**

## **Job Description**



## Job Description

IDENTITY		
<b>Organisation/ Country</b> Interflour Vietnam	<b>Department/ Unit</b> Sales & Marketing	<b>Date</b> 02 Jan 2018
<b>Position:</b> Sales Manager	<b>HR (1<sup>st</sup> Level)/ Supervisor</b>	<b>Approval</b>
<b>Supervisor's Position</b> <b>Definition of Supervisor:</b> Senior Manager	<b>HR (Final Approval)</b>	<b>Approval</b>
PURPOSE (Why does the position exist, with what objectives and within what limits)		
The purpose of this job is to ensure that Oil and Fat sales achieve objective and contribute to the budgeted sales and operating profit results, and to manage Oil and Fat customers, including develop new customers, to achieve sales target, build relationship with key customers, planning, controlling of annual/quarter/ month sales strategic development plan.		
SCOPE		
<b>Financial</b>	<b>Non-Financial</b>	
	No of subordinates (direct): 0 No of subordinates (indirect):	
OPERATING NETWORK		
<b>Internal</b>		<b>External (Outside SCM)</b>
<b>Within function</b>	<b>Outside of function</b>	
<ul style="list-style-type: none"> <li>• Senior Director</li> <li>• Commodity Trading Managers</li> <li>• Direct Reports</li> </ul>		<ul style="list-style-type: none"> <li>• Distributors</li> <li>• Customers</li> </ul>

## Job Description

<b>JOB TITLE</b>	
Sales Manager	
<b>DEPARTMENT / UNIT / COUNTRY</b>	
Sales & Marketing	
<b>REPORTING TO</b>	
Senior Manager	
<b>Role</b>	
<p>The purpose of this job is to ensure that Oil and Fat sales achieve objective and contribute to the budgeted sales and operating profit results, and to manage Oil and Fat customers, including develop new customers, to achieve sales target, build relationship with key customers, planning, controlling of annual/quarter/ month sales strategic development plan.</p>	
<b>MINIMUM REQUIREMENTS</b>	
<b>Education / Experience</b>	<ul style="list-style-type: none"> <li>• University degree or above; Major in Economic / Business Administration / Food Technology</li> <li>• Five (5) years of working experience in the same position and same responsibilities. Prefer working in food/oil &amp; fat industry.</li> </ul>
<b>Specific Skills (Knowledge, skills and abilities)</b>	<ul style="list-style-type: none"> <li>• English Skill – Upper intermediate level</li> <li>• Good computer literacy (Ms Office)</li> <li>• Good knowledge of distributor management</li> <li>• Knowledge of Sales technology, competitive intelligence and assessment</li> <li>• Good skills in managing people &amp; ability to consistently handle a wide range of complex issues simultaneously</li> <li>• Information analysis skill</li> <li>• Technical skills and in-depth knowledge of the oil and fat business</li> </ul>

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<p><b>AREAS OF RESPONSIBILITY (AOR)</b></p> <p><b>Header</b>  <b>Definition</b>  <b>IN ORDER TO, what results</b></p>
<p><b><u>Achieve sales target</u></b></p> <ul style="list-style-type: none"> <li>• Achieve sales target and objectives within assigned area, by providing dynamic solutions to Sr. Manager. Develop plans to accomplish assigned target</li> </ul>
<p><b><u>Coordinate with relating Dept. and customer for sound delivery</u></b></p> <ul style="list-style-type: none"> <li>• Visit customer, getting orders and coordinate with SAD, QC and LOG and customers for sound delivery</li> </ul>
<p><b><u>Make monthly sales forecast</u></b></p> <ul style="list-style-type: none"> <li>• Align with key customers and market demand every last week of the current month for order planning of the next month</li> <li>• Analyse market situation &amp; work out sales forecast for the whole assigned region</li> </ul>
<p><b><u>Develop business relationship and classify customers. Control customer's debt</u></b></p> <ul style="list-style-type: none"> <li>• Develop effective business relationships with key customers, coordinate with cash collector to follow – up decision makers to assure that outstanding debts are timely paid to IFV and minimize overdue debts. Classify customers basing on sales turnover and order frequency for management purpose</li> <li>• Participate in key customer business reviews to encourage and support customer alliance</li> </ul>
<p><b><u>Communicate effectively and efficiently with other functional groups</u></b></p> <ul style="list-style-type: none"> <li>• To be responsible for timely and accurately sending weekly report to SAD.</li> <li>• Assure that adequate management control and feedback systems are maintained or developed to analyze the market, customer and our product categories, to identify problem or opportunities.</li> <li>• Keep track competitor's activities and market feedbacks on IFV's products, then propose action plan to SM</li> </ul>
<p><b><u>Keep both colleagues and customers informed necessary information in proper manner in order to take timely action</u></b></p> <ul style="list-style-type: none"> <li>• Communicate fully with colleagues and other (customers) who have a need to know.</li> <li>• Be informative without being intrusive or vexatious. Communicate in way that is timely, yet prompt; complete, yet concise; candid yet accurate and clear yet respectfully</li> </ul>