

JOB DESCRIPTION

Name:	Position: Office Supervisor, Sales & Marketing
Division: Sales & Marketing	Department: Sales & Marketing
Effective Date:	Rank:
Reporting to:	Position: Sales Manager
<p>General Tasks:</p> <ul style="list-style-type: none"> • Find new customers to add to the company. • Understand customer needs and offer solutions and support. • Generate data, organize and provide monthly, quarterly, and yearly sales reports to the management team. • Provide analysis of the actual sales of each report. • Manages, leads, and trains sales representatives. • Ensure Sales Representative competency maintained their best quality. • Ensure own self target and Sales Representatives' target are met the goal set. • Initiate and assist in creating opportunities to improve availability and sales of slow and non-moving products. • Leads and implements daily, weekly, and monthly sales plans. • Identifies and resolves potential issues regarding behavior performance of Sales Representatives. • Manage or allocate manpower to vacant areas to fill the sales operation gap until the new staff is recruited. • Schedules regular work with Sales Representatives in the field, uncover challenges and difficulties surrounding the team, and conducts coaching and counseling to improve performance. • Develops and maintain a relationship with key customers by conducting regular visit, exploring and uncovering specific need, and anticipating opportunities. • Actively responds to key issues regarding stocks, schemes, prices product availability of the company. • Conducts and provides market survey information, analyzes data, and summarizes trends. • Assists in the preparation of regular reports and competitor updates. • Regularly monitors stock inventory and provides inventory movement to key customers • Other duties assigned by Sales Manager. 	
<p>JOB REQUIREMENT:</p> <ul style="list-style-type: none"> • Bachelor's degree in business administration, Management, Marketing, or related field • At least three years of working experience in sales and be able to manage team members. • Strong management and leadership skills • Excellent communication and interpersonal skills • Computer including Microsoft Office, Word, Excel, Power Point Internet E-mail • Fluent English (Speaking, writing, listening) • Outgoing personality, confidence, hard with a positive attitude, ability to work under pressure. • Self-driven, results-oriented, positive mindset clear focus on business effectiveness & profitability 	

- Excellent communication and interpersonal skills
- Good command of spoken and written English (Thai is a plus)
- Good in Computer literacy (MS Office – Word, Excel, PowerPoint)

Accepted by:

Approved by:

Acknowledged by:

Worker

Name:

Direct Supervisor

Name:

HRA Department

Name: