

JOB DESCRIPTION

Name:	Position: Office Junior, Sales Representative
Division: Sales & Marketing	Department: Sales & Marketing
Effective Date:	Rank: OF02
Reporting to:	Position: Office Supervisor, Sales & Marketing

General Tasks:

- Find out target customers to make an appointment and build good relationships to get trust
- Adjusts content of sales presentations by studying the type of sales outlet or trade factor.
- Focuses sales efforts by studying existing and potential volume of dealers.
- Submits orders by referring to price lists and product literature.
- Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory on pricing, products, new products, delivery schedules, merchandising techniques, etc.
- Recommends product, service, and policy changes by evaluating results and competitive developments.
- Resolves customer complaints by investigating problems, developing solutions, preparing reports, and making recommendations to management.
- Maintaining professional and technical knowledge by attending educational workshops, reviewing publications, establishing personal networks, and participating in professional societies.
- Provides historical records by maintaining records on area and customer sales.
- Contributes to team effort by accomplishing related results as needed.
- Responsible for other tasks as assigned by Supervisor/Management team.

JOB REQUIREMENT:

- Diploma Degree or higher in business, marketing, or related fields
- Result-oriented and love to sell
- Fast and efficient worker, able to work under pressure, and highly responsible
- Outstanding organizational and time management skills
- Proactive problem solver
- Willing to work hard and flexibility in working hours
- Ability to multitask and prioritize daily workload
- Understanding sales and marketing concepts, also knowledge of consumer behaviors
- Good attitude and good interpersonal skills
- Good command of spoken and written English and Thai ability will be highly considered
- Good in Computer literacy (MS Office – Word, Excel, PowerPoint)

Accepted by:

Approved by:

Acknowledged by:

Worker

Name:

Direct Supervisor

Name:

HRA Department

Name: