

## **JOB DESCRIPTION**

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

### General Tasks:

- 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.
- 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
- Manage marketing communication channels such as Facebook Page, telegram, etc.
- Other duties assigned by Sales Manager.

### JOB REQUIREMENT:

- 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: .....