



TRƯỜNG ĐẠI HỌC MỞ TP. HCM
PHÒNG CÔNG TÁC SINH VIÊN

TRUNG TÂM HƯỚNG NGHIỆP - TƯ VẤN VIỆC LÀM

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THÔNG TIN TUYỂN DỤNG

Toàn thời gian Bán thời gian Thực tập sinh

A. THÔNG TIN ĐƠN VỊ TUYỂN DỤNG

1. Tên đơn vị: America Indochina Management Ltd.

2. Địa chỉ: 123 Lê Lợi P. Bến Thành Q.1

3. Điện thoại: 08 3821 3176

4. Website: <http://www.aimup.com/>

B. VỊ TRÍ – YÊU CẦU TUYỂN DỤNG

5. Công việc/chức danh: NHÂN VIÊN KINH DOANH – SALE EXECUTIVE

6. Số lượng: 5

7. Mô tả công việc:

- Complete monthly project report to Product Manager
 - Keep updated list of current or potential projects in agreed upon format.
 - Collect, update and analyze customers' data, competitors' and market movement in terms of price, products, network and services by updating in SMS system & back-up in excel file.
- Manage customers, suppliers & partners relationship
 - Seeking new customers monthly including designers, architect and construction companies indicated place and timing with the objective to achieve the sales target
 - Identify key clients' status and suppliers' complaints, and bottlenecks.
 - Proactive provide solutions to improve more excellent performance.
 - Manage successful big projects and control installation workers with no complain from customers or partners.
- Follow up and develop the sales process including sales quotation and receivables independently or under guideline from Division Manager.
 - Prospecting, costing, negotiating and drafting sales contracts. Identify the key issues needing resolution and define the underlying problems
 - Ensure the follow-up and update on every single quote-out to clients with clear execution plan.

- Cooperate strongly with cross-functional divisions to achieve significant objectives, especially with Accountant and Logistic Divisions to ensure collect receivables as well as deliver products accurately and timely.
- Master product knowledge and deliver to new team members.
 - Identify the current status and proactively outlined plan for the specific objectives.
 - Assure master product knowledge is updated by market research or competitors' market share / growth analysis
- Work through Division Manager for calendar-based monthly or quarterly training plan.

8. Địa điểm làm việc: 123 Lê Lợi P. Bến Thành Q.1

9. Thu nhập, điều kiện làm việc: 5 000 000 – 7 000 000 + % Hoa hồng

10. Yêu cầu ứng viên:

- English skills – fluently
- Negotiation skills
- Hard working, enthusiasm
- Organization skills, time management
- Willing to learn
- Analytical skill
- Responsible & trustworthy
- Trouble shooting / solution driven
- Communication
- Initiative
- Confident working with team & individual

C. HỒ SƠ, LIÊN HỆ

11. Hồ sơ gồm:

CV tiếng anh

12. Nộp hồ sơ

- Thời hạn: **29-9-2016 đến 31-10-2016**
- Phương thức nộp: **qua mail: hoa.cao@aim.vnn.vn**

13. Thông tin liên hệ:

- Họ tên: **Ms Hoa Cao**
- Địa chỉ: **123 Lê Lợi P. Bến Thành Q.1**
- Di động: **0989 451 985**
- Email: **hoa.cao@aim.vnn.vn**