



FORM
Job Description

Document Code: FM-HR-01	Version No: 1.0	Process Owner: HR/HRSM	Owning Department: HR
Last Updated: 01/03/2016	Prepared by: HR/HRSM	Reviewed by: OPS/OPM	Approved by: BOM/BSD

Job Title	Sales Administration Officer
Department	Sales
Reports To	Corporate Sales Manager (CSM)
Direct Subordinates	Coordinate with all channels as delegated
Job Purpose	Support with administrative task of ELT Sales as delegated by CSM
Working Relationships	
Internal	<ul style="list-style-type: none">▪ MRK and SAL functions of ELT;▪ MRK, OSC, other supporting departments at HO and Training centres across ILAV
External	Liaise with service providers and agencies.
Responsibilities	<ul style="list-style-type: none">▪ Support in marketing, sales administration tasks and on any issue related to department▪ Make reports▪ Coordinate with all centres▪ Support Dept. in other daily tasks as requested
Qualifications	<ul style="list-style-type: none">▪ College or University Degree;▪ 2 - year experience in office assisting and support;▪ Experience in Sales is preferable
Skills	<ul style="list-style-type: none">▪ Excellent communications, interpersonal & presentation skills;▪ Independent, self- motivated team player with passion for results;▪ Customer oriented, problem solving skills;▪ Organizational skill;▪ Event organizing
Language	Fluent in both English & Vietnamese
Computer	Proficient use of Word, Excel, Microsoft Project & PowerPoint
Other requirements	<ul style="list-style-type: none">▪ Experience in education and administrative tasks is an advantage▪ Ability to learn and fast acting on projects and events