

Job Description

Service Sales

Location : Vung Tau – TTS office
Updated date : May 11th , 2020
Report to : Director TTS

1. OBJECTIVES & RESPONSIBILITIES

- Manage & execute all sales activities for TTS
- Make sales strategy & sales plan for the year
- Organize all sales plan to meet target
- Maintain good relationship with all customers/ key personnel of Customers and support if anything can be done to satisfy customers.
- Look for new customers to present for service & capabilities of TTS
- Establish relationship with customers, and collect related enquiries for assigned sales.
- Analyze principals' and competitors' information relating to customers' requirements, and suggest sales proposal to Director/ Deputy Director for bidding & quotation.
- Check and review bid proposal & quotation for technical & commercial parts.
- Make orders to customers.
- Make the annual operation budget.
- Make the annual shutdown/ TA plan of all customers and then analyze the information/ time/ value to seek bidding.
- Seek information about the bid or potential customers.
- Prepare presentations and present to new customers/ existing customers.
- Develop other businesses to the Company and proposal if needed.
- Maintain & develop relationship with existing customers.
- Do market research and create databases for assigned services.
- Travel for business at least 70% of the time (mainly within Vietnam)

2. AUTHORITY

- Check and review bidding documents & make quotation and bidding.
- Work directly with Principal for Technical Support.
- Represent the business at conferences, seminars and networking events.

3. COMPETENCE REQUIREMENTS

- Age: 27 – 35, Gender: Male (preferred).
- Bachelor degree required. Degree in Engineering strongly preferred.
- At least 03 year sales experience with high tech equipment.
- Preferred previous work in the following industries: Power, Oil & Gas, Petrochemicals, EPC, F&B.
- Having sales experience for control valve products is a great plus.
- Experience in preparing offer package and tender documents.
- Good understanding of sales/marketing for valves & rotation equipment.
- Fluent English (Listening – Speaking – Reading – Writing).
- Good communication & presentation skills.
- Willing to travel for business within Vietnam and overseas.

Note: This job description is subject to adjustments whenever there are changes and agreement between the two parties.