



ใบกำหนดหน้าที่งาน
Job Description

ตำแหน่ง : Export Sales Division Manager

แผนก : Export Sales

ฝ่าย : Overseas

ผู้บังคับบัญชาโดยตรง : Senior Overseas Director

งานที่ปฏิบัติ

(Task)

1. Call on and follow up closely with clients, makes offers and proposals to conclude sales for company's coal.
2. Be as a representative to coordinate with local distributors, customers in Vietnam market.
3. Develop new customers and visit existing customers on regular basis in Vietnam market.
4. Assist and coordinate in loading and discharging coals activity.
5. Gather information of all competitor activities and analyzing.
6. Perform market research, and collect information and news regarding coal market in Vietnam market.
7. Feedback any complaints from customers.
8. Survey about conference or trade show related to coal in related Vietnam market.
9. Collect information regarding coal power plants, cement plants, big boiler users, giant coal traders and other end-users.
10. Maintain professional relationships with all customers and distributors and ensure satisfaction of consumers with all company products and services.
11. Perform the market activity regarding coal market in Vietnam.
12. Perform other assignments from direct supervisor.

คุณสมบัติผู้ดำรงตำแหน่ง

1. Male/Female – age 28 years old up.
2. Bachelor's Degree or higher in Business Administration or related field.
3. 3 years work experience in Export Coal Sales or related commodity production into abroad.
4. Excellent in English communication plus fluency in Vietnamese.
5. Able to work under high pressure.

ลงนามผู้บังคับบัญชา

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ลงนามผู้อนุมัติ

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ลงนามโดยฝ่ายทรัพยากรบุคคล

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