



# **Interflour Group**

## **Job Description**



## Job Description

<b>JOB TITLE</b>	
Sales Manager (oil & fat)	
<b>DEPARTMENT / UNIT / COUNTRY</b>	
Sales & Marketing/IFV/Vietnam	
<b>REPORTING TO</b>	
Senior Manager/Senior Director	
<b>Role</b>	
<ul style="list-style-type: none"> <li>To ensure that Oil and Fat sales achieve objective and contribute to the budgeted sales and operating profit results.</li> <li>To manage Oil and Fat customers, including develop new customers, to achieve sales target, build relationship with key customers, planning, controlling of annual/quarter/ month sales strategic development plan.</li> </ul>	
<b>MINIMUM REQUIREMENTS</b>	
<b>Education / Experience</b>	<ul style="list-style-type: none"> <li>University degree or above; Major in Economic / Business Administration / Food Technology</li> <li>Five (5) years of working experience in the same position and same responsibilities. Prefer working in food/oil &amp; fat industry.</li> </ul>
<b>Specific Skills (Knowledge, skills and abilities)</b>	<p><b>Functional skills:</b></p> <ul style="list-style-type: none"> <li>English Skill – Upper intermediate level</li> <li>Good computer literacy (Ms Office)</li> <li>Good knowledge of distributor management</li> <li>Knowledge of Sales technology, competitive intelligence and assessment</li> <li>Good skills in managing people &amp; ability to consistently handle a wide range of complex issues simultaneously</li> <li>Information analysis skill</li> <li>Technical skills and in-depth knowledge of the oil and fat business</li> </ul>

**AREAS OF RESPONSIBILITY (AOR)**
**Header**
**Definition**
**IN ORDER TO, what results**
**Achieve sales target**

- Achieve sales target and objectives within assigned area, by providing dynamic solutions to Sr. Manager. Develop plans to accomplish assigned target

**Coordinate with relating Dept. and customer for sound delivery**

- Visit customer, getting orders and coordinate with SAD, QC and LOG and customers for sound delivery

**Make monthly sales forecast**

- Align with key customers and market demand every last week of the current month for order planning of the next month
- Analyse market situation & work out sales forecast for the whole assigned region

**Develop business relationship and classify customers. Control customer's debt**

- Develop effective business relationships with key customers, coordinate with cash collector to follow – up decision makers to assure that outstanding debts are timely paid to IFV and minimize overdue debts. Classify customers basing on sales turnover and order frequency for management purpose
- Participate in key customer business reviews to encourage and support customer alliance

**Communicate effectively and efficiently with other functional groups**

- To be responsible for timely and accurately sending weekly report to SAD.
- Assure that adequate management control and feedback systems are maintained or developed to analyse the market, customer and our product categories, to identify problem or opportunities.
- Keep track competitor's activities and market feedbacks on IFV's products, then propose action plan to SM

**Keep both colleagues and customers informed necessary information in proper manner in order to take timely action**

- Communicate fully with colleagues and other (customers) who have a need to know.
- Be informative without being intrusive or vexatious. Communicate in way that is timely, yet prompt; complete, yet concise; candid yet accurate and clear yet respectfully