



## JOB ANNOUNCEMENT

**Job Title:** CHIEF REPRESENTATIVE

**No. of required post:** 01

**Core Responsibilities:**

<b>Key Result Areas / Areas of on-going Accountability</b>	<b>List of job Responsibilities</b>
(What areas or major activities will produce the contributions that the company expects from this employee?)	(Identify both the routine and non-routine tasks that this employee has to perform. As much as possible, you must highlight the result that is expected from each task.)
<b>Sales Management</b>	<ul style="list-style-type: none"> <li>• Discuss with the Regional Manager the sales target in volume and value, also the plan to achieve it.</li> <li>• Prepare sales forecasts, objectives, program schedule.</li> <li>• Determines sales strategy for Area Sales Manager/Sales Manager</li> <li>• Ensure all requirements on product specification and pricing are attended for consideration of Head office</li> </ul>
<b>Sales Strategy Formulation</b>	<ul style="list-style-type: none"> <li>• Formulate sales strategies for assigned territories. Such as, Hanoi and Haiphong sales office.</li> <li>• Collaborate with marketing function and identifies potential/new business opportunities and new market segments.</li> <li>• In consultation with Regional Sales Manager, formulate policy and guideline in handling business contacts, securing required contact and background information on clients and competitors and creation/management of client database for territory assigned to him.</li> <li>• Formulates policy and guidelines in areas of business promotion/clients relations for area sales manager/sales manager being supervised</li> </ul>
<b>Getting leads for new projects through connection and alliance</b>	<ul style="list-style-type: none"> <li>• To be in contact with concerned sectors and alliance on regular basis</li> </ul>
<b>Establishing good relation with Zamil builder, contractors, private clients, consulting offices</b>	<ul style="list-style-type: none"> <li>• Establishes, builds and maintains good relations with all our builders, contractor, customer and consultants.</li> <li>• Keep relationship with competitors and keep updated with various job they execute.</li> <li>• Immediately attends to and resolves customer complaints.</li> </ul>
<b>Control and supervise the office staff activities and adherent to overall roles and company's policies</b>	<ul style="list-style-type: none"> <li>• Running the office daily activities and minting excellent image of Zamil steel.</li> <li>• Supervising the staff activities and their compliance to the roles and policies.</li> </ul>
<b>Human Resource management and miscellaneous</b>	<ul style="list-style-type: none"> <li>• Develops, establishes and implements departmental policies and procedures.</li> <li>• Ensure efficient utilization of workforce, equipment, material and maintain staffing level as per the company standard. Develops KRAs, KPIs, and metrics/targets for subordinates.</li> <li>• Guide and motivates the team to meet productivities/performance and customer satisfaction targets.</li> <li>• Conduct regular communication meetings with staffs to inform them of quality performance results and trends and to improve their decision making skills.</li> <li>• Promotes cooperation and teamwork and lead by example.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Evaluate subordinate performance, identifies training and development needs for department staffs.</li><li>• Communicates and reviews staff annual performance goals based on corporate direction.</li><li>• Work on special project and perform other duties as assigned from time to time.</li></ul> |
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*Others in detail will be discussed on interview.*

**Job Requirements:**

- Local People, from 30 and above
- Bachelor in Civil Engineering at good level
- Good skill in MS Offices, MS Projects / AutoCAD
- At least 3 years working experience in similar position in foreign company (Sales experience involved in pre-engineered steel buildings and steel structures is preferable)
- Physically fit, pleasant looking, positive & active
- Independent, result oriented, determined, organized, customer oriented
- Good at English (Writing & communication)

**Working location:**

Successful candidate will work in Representative Office in Phnom Penh, Cambodia or other locations as the job required

Office address: No. 17, Street No. 334, Sangkat Boeung Keng Kang 1 Quarter, Khan Chamkarmorn District, Phnom Penh Capital City, Kingdom of Cambodia.

Telephone number +855-23 220140

**HOW TO APPLY**

Interested candidates are kindly invited to send application letter, CV, copies of relevant degrees/Certificates to Ms. Cao Thi Lan, email address: [caolan@zamilsteel.com](mailto:caolan@zamilsteel.com)

**Commencement date:** as soon as possible