

JOB DESCRIPTION FORM

Job Title Country Manager: For Thailand and Cambodia	Job Code	(a) Business Unit / Division Zamil Steel Vietnam	Department / Section Sales Department
Job Title of Immediate Superior	No. of Job Titles Supervised by the Job Holder, if any	No. of Individuals Supervised by the Job Holder, if any	
Date of Update	Revision #	Prepared by	Reviewed & Approved by

I. Job Purpose: (Why does this job exist?)

Perform sales & marketing activities, follow up activities, reporting activities, payments follow up & estimation project coordination.

II. Person Specifications: (What are the minimum attributes for the job holder to be effective in this job?)

Age (Range) Years:	30 - 45
Qualifications (Essential):	Bachelor of Engineering (Civil, Mechanical....)
Qualifications (Desirable):	
Certificate/License/Course:	-
Computer Literacy:	MS Office / MS Projects / AutoCAD
Language Required:	English
Duty (Shift/General):	General
Special Physical Characteristics Needed:	Physically fit, Pleasant looking, positive & active
Specific Experience (in Years):	7 years' experience in a construction or Sales environment.
Personal Competencies:	Independent, result oriented, determined, organized, customer oriented.
Other (if any) - Please Specify:	Secretarial Experience, knowledge in marketing, creative

III. Job Authority: (Operational/ Financial/ Administrative/ Special)

N/A

Key Result Areas / Areas of on-going Accountability & List of Job Responsibilities:

ZIIC Job Description Format

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Key Result Areas / Areas of on-going Accountability	List of job Responsibilities
(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.)
Sales Management	<ul style="list-style-type: none"> • Discuss with the Regional Manager the sales target in volume and value, also the plan to achieve it. • Prepare sales forecasts, objectives, program schedule. • Determines sales strategy for Area Sales Manager/Sales Manager • Ensure all requirements on product specification and pricing are attended for consideration of Head office
Sales Strategy Formulation	<ul style="list-style-type: none"> • Formulate sales strategies for assigned territories. Such as , Hanoi and Haiphong sales office. • Collaborate with marketing function and identifies potential/new business opportunities and new market segments. • 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. • Formulates policy and guidelines in areas of business promotion/clients' relations for area sales manager/sales manager being supervised
Getting leads for new projects through connection and alliance	<ul style="list-style-type: none"> • To be in contact with concerned sectors and alliance on regular basis
Establishing good relationship with Zamil builder, contractors, private clients, consulting offices	<ul style="list-style-type: none"> • Establishes, builds and maintains good relations with all our builders, contractor, customer and consultants. • Keep relationship with competitors and keep updated with various job they execute. • Immediately attends to and resolves customer complaints.
Control and supervise the office staff activities and adherent to overall roles and company's policies	<ul style="list-style-type: none"> • Running the office daily activities and minting excellent image of Zamil steel. • Supervising the staff activities and their compliance to the roles and policies.
Human Recourse management and miscellaneous	<ul style="list-style-type: none"> • Develops, establishes and implements departmental policies and procedures. • Ensure efficient utilization of workforce, equipment, material and maintain staffing level as per the company standard. Develops KRAs, KPIs, and metrics/targets for subordinates. • Guide and motivates the team to meet productivities/performance and customer satisfaction targets. • Conduct regular communication meetings with staffs to inform them of quality performance results and trends and to improve their decision-making skills. • Promotes cooperation and teamwork and lead by example. • Evaluate subordinate performance, identifies training and development needs for department staffs. • Communicates and reviews staff annual performance goals based on corporate direction. • Work on special project and perform other duties as assigned from time to time.

Note: You are requested to complete this form in two pages only.