

JOB DESCRIPTION FORM

Job Title Sales Engineer	Job Code	(a) Business Unit / Division Zamil Steel Vietnam	Department / Section Cambodia SO
Job Title of Immediate Superior Chief Representative	No. of Job Titles Supervised by the Job Holder, if any None	No. of Individuals Supervised by the Job Holder, if any None	
Date of Update Jan-2018	Revision #00	Prepared by	Reviewed & Approved by Chief Representative

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

This job exist to as front line representative to perform sales & marketing activities, follow up activities, reporting activities, payment 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 :	25 - 30
Qualifications (Essential) :	Bachelor of Engineering (Civil)
Qualifications (Desirable) :	Bachelor of Engineering (Civil) with Msc in Structures
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) :	1 year experience in a Sales environment.
Personal Competencies:	<ul style="list-style-type: none"> • Independent, result oriented, determined, organized, customer oriented. • Negotiation Skills
Other (if any) - Please Specify :	Must have established business network for potential business relationship.

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

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

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.)
<i>Sales/ Marketing Activities</i>	<ul style="list-style-type: none"> • Develop client base • Generate leads and enquiries • Conduct sales visits and marketing calls. • Prepare and conduct marketing presentations • Maintain relationship with consultant and investment& planning Dept of territories
<i>Follow Up activities (before sales)</i>	<ul style="list-style-type: none"> • Follow up with sales enquiries • Prepare estimate, quotation & proposal (with SSE support) • Prepare information for bidding • Participate in Project bidding • Contract negotiations (price and terms) • Project Schedule planning and forecast (with Project Engineer) • Package subcontract works if necessary
<i>Follow Up activities (after sales) Customer Service</i>	<ul style="list-style-type: none"> • Prepare CPBD & JAF (with SSE support) • Monitor master schedules and deliveries (to follow up with client) • Prepare and coordinate customer visit (with SSE support) • Monitor change orders and variations / make contract addendums and price variation accordingly. • Monitor any required activities that will result in a smooth delivery
<i>Reporting Activities</i>	<ul style="list-style-type: none"> • Prepare Quote Activity Report • Prepare 3 months sales forecast and sales release report. • Prepare annual Marketing report. • Collect competitors information • Collect customer feedback information. • Prepare lost job report.
<i>Sales Improvement plans</i>	<ul style="list-style-type: none"> • Developing Builders and Distributors in existing territories • Networking/ participating in forums, seminars and engineering associations. • Constant monitoring of competitors pricing strategy to reposition

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

Reviewed and approved by

Confirmed the acknowledgement by

Chief Representative

Sales Engineer