



## JOB DESCRIPTION (BẢN MÔ TẢ CÔNG VIỆC)

BUSINESS UNIT	NGÀNH KINH DOANH:	RBIS
DEPARTMENT	BỘ PHẬN:	Sales
POSITION	VỊ TRÍ:	Sales Executive/ Sr. Executive
JOB CODE	MÃ CÔNG VIỆC:	SL4023/ 4026
REPORTS TO	BÁO CÁO CHO	Sales Manager/Assistant Sales Manager/Sales Supervisor
LOCATION	NƠI LÀM VIỆC	Long Hau IP, Can Giuoc, Long An Province

Avery Dennison is an equal employment opportunity provider. *(Avery Dennison thi hành chính sách tuyển dụng bình đẳng)*

### ABOUT YOUR ROLE (Mô tả chung về công việc):

Reporting to Sales Manager, the incumbent is responsible for increasing the company's revenues by achieving sales objectives within the assigned territory and/or account.

### YOUR RESPONSIBILITIES WILL INCLUDE (Các trách nhiệm đảm đương):

- Execute selling activities in relation to specific RBIS (Retail Brands & Information Solutions) Master Customer programs within a geographic territory
- Execute selling activities for entire IBMS product portfolio towards assigned major customer accounts (factories, vendors, agents)
- Communicate market intelligence and competitor movements to the Company
- Identify and generate sales prospects and be accountable for developing relationships with these prospects
- Complete customer call reports, account plans and sales reports in a timely and accurate manner
- Maintain accurate and up-to-date records of all actual and attempted customer interactions
- Work as a team to identify issues, propose solutions and take part in projects to contribute to operation and sales efficiency
- Build and maintain relationships with target factories, vendors, agents and buying offices of Master Customers.

### WHAT WE WILL BE LOOKING FOR IN YOU (Các yêu cầu tuyển dụng cần có):

- Bachelor's degree.
- 3 - 5 years successful sales or related experience.
- Demonstrated successful experience in a position of similar responsibilities.
- Proficient in assessing customer needs.
- Strong negotiation skills/experience.
- Strong financial skills and business acumen.
- Skilled in conducting territory analysis and planning.
- Strong ability to work independently with little supervision.
- Broad-based understanding of how to manage territory business.
- Skilled in communicating effectively with all levels of management on complex business issues.
- Skilled in preparing professional written proposals.
- Skilled in calculating figures and amounts such as discounts, invoice totals, percentages, bonuses, etc.
- Strong understanding of product and technical information.
- Excellent customer service skills.
- Excellent oral, written and presentation skills.
- Understanding of applicable computer systems, such as Microsoft Office, Lotus Notes, and function specific software.
- Strong ability to work as part of a team.

### Agreement & signature (Đồng ý và ký nhận):

I have read my Job Description carefully, fully understand the above content and accept it as requirements for my position employment in Avery Dennison.

*Tôi xác nhận đã đọc kỹ, hiểu rõ bản mô tả công việc nêu trên và đồng ý với các yêu cầu đòi hỏi cho vị trí mà tôi đảm đương tại Avery Dennison.*

Signed by the Job Holder (Chữ ký của Người Nhận Việc):

Date (Ngày ký): .....

Prepared by (Soạn thảo bởi):

Date (Ngày ký): .....

Department Manager Approval (Chữ ký của Trưởng Bộ Phận):

Date (Ngày ký): .....

HR Manager Approval (Chữ ký của Trưởng phòng Nhân Sự):

Date (Ngày ký): .....





















































































































