

## Assistant Sales & Marketing Manager

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Company: TalentViet

Location: Vietnam

Category: other-general

### Job Description :

**Report to:** Sales & Marketing Manager

### PRIMARY RESPONSIBILITIES:

- Utilize effectively of all assigned Company's resources to achieve sales and marketing objectives.
- Handle complaints from customers and ensure satisfactory solutions are obtained for both customers and the Company.
- Controls expenses to meet budget guidelines
- Develop and maintain customer relationship with customer
- Coordinate with production controller to control an effective balance of inventory
- Supporting local supply chain management
- Contributing to regional business planning and strategic planning
- Maintains accurate records of all pricings, sales, and activity reports.
- Be knowledgeable and up-to-date on market information, competition, selling skill, and other information required to achieve the company's objectives.
- Comprehend knowledge on products and be able to convey key message to customers.
- Provides timely feedback to senior management regarding performance.
- Responsible for the performance and development of all subordinate .
- Adheres to all company policies, procedures and business ethics codes and ensures that they are communicated and implemented within the team

Job Requirement :

- Understand the nature of b2b business
- Excellent polite and persuasive communication skills.
- Passionate, hard worker and well organized professional with power to prioritize and multitask.
- Should exert sound judgment, discretion and preserve confidentiality.
- Ability to meet deadlines and work under pressure
- Good liaison with all other department members.
- Able to work in team and willing to put up to team.
- Pays attention to detail.
- Flexible to work in non-business hours.
- Able to operate in different work conditions such as on-site, off site, upcountry.
- Good command of written and spoken English.
- Transportation will be provided at the pickup point

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