



Gift Network Job Mapping Job Description

COMPANY :	GIFT NETWORK COMPANY
DEPARTMENT :	SALES – GIFT TEAM
POSITION :	SALES ASSISTANT

AREAS OF RESPONSIBILITY

Headings

Ranking

Definition (*in order to, what results*)

1. Administrative sales tasks to support team in achieving BV & client fee target
2. Co-ordinate with other departments to process & manage orders.
3. Manage accounts & reports in CRM system as main system administrator
4. Close collaboration with merchants and other departments to solve problems for clients/consumers.
5. Development and continuous improvement of the operation sales process.

Gift Network Company

Rep. Office: Floor 17, Harbour View Tower, 35 Nguyen Hue, Ben Nghe Ward, District 1, HCMC

T: (84) 28 7305 2288 - F: (84) 28 7305 3388 - W: www.giftnetwork.vn



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PROFILE – Describe the typical profile (education, diplomas, years of studies, necessary experience / domains of expertise) *required to hold this position*

Education	<ul style="list-style-type: none">At least college degree.
Work Experience	<ul style="list-style-type: none">Minimum 2 years of experience in sales administrationWork experience with a multi-national / foreign invested company
Specific Knowledge	<ul style="list-style-type: none">Good in English.Good interpersonal and communication skills.Good knowledge in office softwareHand on sales systemStrong organizational, multi-tasking and time-management skills.
Behavior	<ul style="list-style-type: none">Be positive and enthusiastic attitude and always looking out for opportunities and challenges, has the drive and passion to want to succeed.Hard-working, dynamic and high support spirit.Being careful, reliable and detailed working.Fully in line with ethical principles and with high integrityGood team playerUnderstand and delight customers
Business Understanding	<ul style="list-style-type: none">Ability to understand company business trend and sales back office issues to translate them into improvement actions.

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