

Job Description

1. Position Identification

Department	Sales and Marketing
Position Title	Sales Officer/Executive
Position Level	C / Senior Officer
Direct Reporting	Sales Manager

2. Position Summary

We are looking for a competitive and energetic individual to join Vulcan Shield Global as a Sales Officer/Executive to help us develop our business activities for Alumina Continuous Fibre Products. The Sales Officer/Executive will be responsible for building a business by identifying potential clients, selling products, and explaining the benefits of Alumina Continuous Fibre Products and/or our solution services to gain agreement for purchase.

3. General Responsibilities

Brand Management and Market Expansion

- Identifies business opportunities by identifying prospects and evaluating Vulcan Shield Global (VSG) position in the industry, researching and analysing sales options.
- Participate on behalf of the company in exhibitions or conferences.
- Providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
- Maintaining relationships with clients and reputation of alumina continuous fibre products.

Sales

- Actively seek out new sales opportunities through cold calling, networking, and social media.
- Sells products by establishing contact and developing relationships with prospects, recommending solutions.
- Maintains professional and technical knowledge by working closing with product technical team, establishing personal networks, and benchmarking state-of-the-art practices.
- Prepare and deliver appropriate presentations on products and services.
- Set up meetings with potential clients.
- Following up with potential clients and prepare proposals and sending quotes.
- Negotiate or close deals and handle objections.
- Preparing contract terms to customers and arranging payment methods.
- Ensure the availability of product inventory stock for sales and demonstrations.
- Gather feedback from customers or prospects and share with internal teams.
- Maintains quality service by establishing and enforcing organization standards.
- Identifies and support product improvements or new products by remaining current on industry trends, market activities, and competitors.
- Building and maintaining a CRM database with Product Marketing team.

Sales Performance and Revenue Growth

- Support sales performance and track key metrics to achieve revenue targets.
- Collaborate with Head of Sales and Marketing and Finance team to ensure pricing strategies to align with profitability goals.
- Contributes to team effort by accomplishing related results as needed.

Reporting and Analysis

- Analyse sales data, market trends, cost reduction, and sales growth and customer feedback to identify areas for improvement.
- Preparing regular reports for the sales manager summarising progress against KPIs
- Prepares reports by collecting, analysing, and summarizing information.
- Provide input and insights to the management team on market conditions, customer needs, and competitor activities.

4. Job Experience & Requirements
Education

Bachelor's or master's degree in materials science and/or material engineering or a related field.

Experience

Excellent communication, interpersonal skills, and the ability to collaborate with cross-functional teams.
 Excellent knowledge of MS Office
 Hands-on experience with CRM software is a plus.
 Thorough understanding of marketing and negotiating techniques
 Fast learner and passion for sales
 Self-starter who can work with little supervision.
 Goal-oriented with the ability to track and achieve KPIs.
 Ability to manage multiple projects simultaneously and meet deadlines.

Mobility/Travel

Yes, when business requires.

Language

Good spoken and written English and Mandarin.

Competency Requirements
Description of competency (possible to use competency catalogue)

Communication Skills and Customer Service

Able to communicate effectively and confidently with employees and other internal stakeholders. Possess a mindset to provide excellent customer service to all external clients.

Sales Knowledge

Strong understanding of sales principles, strategies, and tactics in Asia and Japan markets

VSG Values

Is committed to VSG values for driving best work culture in the team.

职位描述

5. 职位识别

部门	销售和营销
职位	销售专员（亚洲和日本市场）
职位级别	B3 / 专员
报告	销售和营销总经理

6. 职位概要

我们正在寻找一位竞争性强且充满活力的个体，加入 Vulcan Shield Global 担任销售专员，以协助我们市场拓展铝连续纤维产品的业务活动。销售专员/执行官将负责通过识别潜在客户、销售产品，并阐释铝连续纤维产品和/或我们解决方案服务的优势，以达成购买协议并推动业务增长。

7. 一般职责

品牌管理与市场拓展

- 通过识别潜在客户、评估 Vulcan Shield Global (VSG) 在行业中的地位、研究和分析销售选择来识别商机。
- 代表公司参加展览会或会议。
- 提供支持、信息和指导；研究并推荐新机会；推荐盈利和服务改进。
- 维护与客户的关系以及铝连续纤维产品的声誉。

销售

- 积极通过冷调、社交网络等方式寻找新的销售机会。
- 通过建立联系、与潜在客户发展关系、推荐解决方案来销售产品。
- 通过与产品技术团队密切合作、建立个人网络以及借鉴最新实践，保持专业和技术知识。
- 准备并进行有关产品和服务的适当演示。
- 安排与潜在客户的会议。
- 跟进潜在客户，准备提案并发送报价。
- 协商或完成交易，并处理异议。
- 向客户准备合同条款并安排付款方式。
- 确保销售和演示的产品库存充足。
- 收集来自客户或潜在客户的反馈并与内部团队分享。
- 通过建立和执行组织标准来维护高质量的服务。
- 通过了解行业趋势、市场活动和竞争对手来识别和支持产品改进或新产品。
- 与产品营销团队一起建立和维护 CRM 数据库。

销售绩效和收入增长

- 支持销售绩效，跟踪关键指标以实现收入目标。
- 与销售和市场总监以及财务团队合作，确保定价策略与盈利目标一致。
- 通过完成相关结果来为团队努力做出贡献。

报告和分析

- 分析销售数据、市场趋势、成本降低、销售增长和客户反馈，以识别改进的领域。
- 为销售经理准备定期报告，总结进展情况对比 KPI。
- 通过收集、分析和总结信息来准备报告。
- 向管理团队提供关于市场状况、客户需求和竞争对手活动的意见和见解

8. 工作经验及要求

教育

拥有材料科学和/或材料工程或相关领域的学士或硕士学位。

经验

拥有出色的沟通和人际交往技巧，以及与跨职能团队合作的能力。

精通微软办公软件。

具备客户关系管理软件的实践经验将是一项优势。

深刻理解营销和谈判技巧。

快速学习者，对销售充满热情。

能够在少量监督下独立工作的自启动型人才。

以目标为导向，具备跟踪和实现关键绩效指标的能力。

能够同时管理多个项目并满足截止日期。

商务旅行/出行

当业务需要时。

语言

良好的英语和普通话口语和书写能力。

能力要求

能力描述（可以使用能力目录）

沟通技巧和客户服务

能够与员工和其他内部利益相关者进行有效且自信的沟通。拥有为所有外部客户提供优质客户服务的心态。

销售知识

亚洲和日本市场的销售原则、战略和战术有深入的了解

VSG 价值观

致力于践行 VSG 价值观，在团队中推动最佳工作文化。