

Job Description (JD)		JD Temp. Ver.	0.9	Page	1 of 2
Job Title	Sales & Marketing Executive	JD ID	SM-SMEX	JD Version	0.1
Organization	Hup Chong Furniture Sdn. Bhd.	Org. Number	557298-X	Date Comp.	2017/01/13

1. Job Summary

Sell goods for wholesalers or manufacturers to businesses or groups of individuals. Work requires substantial knowledge of items sold.

2. General Information

<i>Contract Type</i>	Permanent	<i>Working Days</i>	Mondays – Fridays
<i>Weekends</i>	Occasional	<i>Work Duration</i>	8 hours 45 minutes
<i>Working Hours</i>	8:30am – 6:15pm	<i>Dress Code</i>	Smart casual or business
<i>Location</i>	PT 1652 Batu 5-1/4, Jalan Kapar, 41400 Klang, Selangor, Malaysia		
<i>D. Reports</i>	Sales & Marketing Manager		
<i>D. Subordinate</i>	-		

3. Functions

Essential	<ol style="list-style-type: none"> Contact regular and prospective customers to demonstrate products, explain product features, and solicit orders. Recommend products to customers, based on customers' needs and interests. Answer customers' questions about products, prices, availability, product uses, and credit terms. Estimate or quote prices, credit or contract terms, warranties, and delivery dates. Consult with clients after sales or contract signings to resolve problems and to provide ongoing support. Provide customers with product samples and catalogues. Identify prospective customers by using business directories, following leads from existing clients, participating in organizations and clubs, and attending trade shows and conferences. Prepare drawings, estimates, and bids that meet specific customer needs. Monitor market conditions, product innovations, and competitors' products, prices, and sales. Perform administrative duties, such as preparing sales budgets and reports, keeping sales records, and filing expense account reports. Negotiate details of contracts and payments. Forward orders to manufacturers. Plan, assemble, and stock product displays in exhibitions, or make recommendations to exhibitors regarding product displays, promotional programs, and advertising. Propose and suggest design ideas and concepts for new product development.
Non-Essential	<ol style="list-style-type: none"> Check stock levels and reorder merchandise as necessary. Obtain credit information about prospective customers. Prepare sales contracts and order forms. Negotiate with retail merchants to improve product exposure, such as shelf positioning and advertising.
Authority	-

4. Requirements

<i>Experiences</i>	Preferably at least 5 years in a sales & marketing role or related
<i>Education</i>	Preferably a Bachelor's Degree in marketing or related
<i>Knowledge</i>	<ol style="list-style-type: none"> Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems. Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. English, Chinese, and Malay Languages — Knowledge of the structure and content of English, Chinese, and Malay languages including the meaning and spelling of words, rules of composition, and grammar.
<i>Skills</i>	<ol style="list-style-type: none"> Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. Negotiation — Bringing others together and trying to reconcile differences. Service Orientation — Actively looking for ways to help people. Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do. Speaking — Talking to others to convey information effectively. Persuasion — Persuading others to change their minds or behaviour.
<i>Abilities</i>	<ol style="list-style-type: none"> Oral and Written Expression — The ability to communicate information and ideas in speaking and writing so others will understand. Oral and Written Comprehension — The ability to listen or read, and understand information and ideas presented through spoken words and sentences, or in writing. Speech Clarity — The ability to speak clearly so others can understand you.

5. Sources

Job Description (JD)		JD Temp. Ver.	0.9	Page	2 of 2
Job Title	Sales & Marketing Executive	JD ID	SM-SMEX	JD Version	0.1
Organization	Hup Chong Furniture Sdn. Bhd.	Org. Number	557298-X	Date Comp.	2017/01/13

<i>Internet</i>	https://www.onetonline.org/link/summary/41-4012.00
-----------------	---