

JOB DETAILS	
Job Title:	Sales Manager
Department:	Industry
Reporting to:	Industry Manager
Subordinates:	Local Sales Officer (1)
Duty Station:	Vientiane, with frequent travel and stay at production sites in Vientiane Prefecture and Province
JOB OVERVIEW	
<p>The Sales Manager is responsible for all aspects of marketing and sales of Burapha’s products on the local and international markets. The main focus of the position is to secure the sale of plywood products to utilize the optimum manufacturing capacity of our state-of-the-art, first in Laos, plywood mill in Vientiane Province.</p>	
RESPONSIBILITIES AND DUTIES	
<ul style="list-style-type: none"> • Manage sales and develop a sales and marketing strategy; • Seek new customers and market opportunities; • Prepare quotations and negotiate new orders; • Write sales contracts; • Manage technical queries from existing and new customers; • Develop and maintain the Company’s certification requirements to guarantee access to priority markets; • Liaise with production planning to ensure order fulfillment on time and to appropriate quality standards; • Ensure profitability targets are achieved through a comprehensive pricing policy; • Strive to constantly improve the Company’s sales results and profitability targets; • Track sales progress and report on a weekly, monthly and quarterly basis; • Other tasks as directed by the Industry Manager. 	
QUALIFICATION / EXPERIENCE REQUIRED	
<ul style="list-style-type: none"> • Degree in business, sales, or marketing; • At least five years’ experience in a sales role, including two years in a wood or construction products sales role; • Experience in developing, planning and implementing sales strategies. 	

KNOWLEDGE, SKILLS & COMPETENCIES

- Knowledge of wood and construction products manufacturing;
- Knowledge of US, Europe, Australian and Asian markets' rules and regulations, including certification requirements;
- Excellent negotiation skills;
- Energetic and passionate about accessing new markets and managing customer relationships;
- Enthusiastic about sustainable forestry and forestry products development;
- Team player in a multicultural context;
- Excellent written and verbal communication skills in English language;
- Knowledge of Lao language an advantage;
- IT literacy (Microsoft Office Suite, cloud technologies);
- Willing to learn and continue to learn.