

POSITION TITLE: Sales Executive
REPORT TO: Sales Manager
DEPARTMENT: Paper or Fiber
JOB CODE: 1091
GRADE: 22
REVISED: October, 2009

PURPOSE:

Responsible for increasing and developing sales in assigned region, identifying new markets and business opportunities, and providing customer support focused on maximizing profit margins and building the business.

ESSENTIAL FUNCTIONS / MAJOR RESPONSIBILITIES:

- Identifies opportunities and sales channels, creates profiles, and establishes contacts within assigned accounts or region to facilitate the development of profitable business and sustainable relationships. Follow up on new leads and referrals which support the sales strategy for supplier development.
- Assists sales manager in developing sales strategies and targets based upon understanding of the supply and demand of region.
- Responds to customer or suppliers' demand and requirements. Continually develops customer base to ensure long-term margins are maximized and new customers are explored.
- Negotiate supply allocations, terms and pricing. Work closely with internal managers to insure a coordinate process from order to delivery.
- Develop customer base to ensure long term margins are maximized and new customers are explored. Responsible for developing an understanding of each company's capabilities, limitations, grade mix, open market positions, and current sales channels.
- Submit sales marketing reports with individual insight and strategies planning as requested.
- Develop and present sales and marketing presentations in the local language.
- Work to ensure prompt payment or collections whenever needed.
- Ensure claims and complaints are processed quickly with good business quality.

- Other duties as requested.

SCOPE

Work under minimal supervision. Extensive communication with all levels of employees internally and externally. Decisions made will have a direct impact on the profitability of the company, handle confidential and sensitive information.

SUPERVISION EXERCISED:

None

ESSENTIAL REQUIREMENTS OF POSITION:

- 3-5 years of direct sales experience
- Ability to access and work effectively with Paper Industry Executives
- Working knowledge of paper mill and paper converting operations
- Excellent presentation, selling, negotiation, analytical and forecasting skills needed.
- Able to work independently and under pressure in a dynamic environment
- Well organized, ability to prioritize, maintain focus and follow-through
- Tactful, mature and able to communicate with all levels of people
- Dedicated/loyal. Initiative, detail-minded.
- Logical thinking to make complex decisions. Hardworking, team oriented, strong ethics, sense of urgency
- Intermediate computer skills including Microsoft Office software such as: Words, Excel, Power Point, etc.
- Organization, attention to detail, follow-up and ability to work in a team environment are critical
- Requires domestic and international travel as business needs dictate.

PREFERRED KNOWLEDGE/SKILLS/ABILITY:

- College / University graduate
- Well versed in Mandarin and English (Cantonese speaking is preferable)