

# LEAVE YOUR MARK

WITH BUREAU VERITAS VIETNAM

## Job Description: BD Executive

Reporting : BD Manager

Location : Hanoi

### TASKS – ACTIVITIES – RESPONSIBILITIES

- Be responsible for the sales related to the client at BV's departments (Certification, Power & Utility, Building & Infrastructure,...depends on the candidate's ability)
- Identify, develop, and follow-up on new sales leads and prospects.
- Conduct telesales to approach into enterprises community to finalize potential customers.
- Define potential customers and conduct sales meetings.
- Collect all accurate information of customers and issue quoting/ contract.
- Prepare contract review when needed.
- Ensure the target of a number of visits of new prospects.
- Achieve the target fixed by Line Manager.
- Follow up with customers.
- Manage and follow up sales database.
- Build, strengthen and optimize relationships with clients, prospects, and partners.
- Support preparing any tender, specific tasks will be assigned by the Line Manager case by case.
- Maintain good relationships with current customers who are assigned by the line manager.
- Co-ordinate with operations departments when receiving any requirement from customers
- Follow strictly customer complaint process

### CANDIDATE PROFILE

- Bachelor's Degree or Higher level.
- Proficiency in Japanese (compulsory)
- At least 2-3 years of sales experience B2B...
- Priority candidate working in sales position in Japanese companies
- Prefer candidates who can speak both Japanese and English
- Can work independently under pressure.
- Good communication and presentation skills, team work spirit.
- Can arrange to travel for the client visit.
- Good command of office software (Outlook, Word, Excel, Power Point, ...).

### BENEFITS

- Social insurance, personal medical insurance, Aon accident & health care insurance 24/24, annual health check
- 13th salary, salary review per year, bonus
- Annual leave with pay: 15 -18 days/year + 5 sick leave/ year
- Phone allowance, taxi card,...
- Training & Development Activities: Professional Training, Soft-skill training, Awareness training (ISO 9001, 14001...)
- Participate in events with company such as Year end party, Outing trip, Family day. Environment day
- Gifts voucher on public holidays (Tet holiday, Independence Day, Hung King, Labor Day, Mid autumn..)
- Birthday gifts and shorter working time on birthday
- Opportunity to experience a professional, multinational working environment, & exposure to the European standard working style from a French company.