



JOB DESCRIPTION

POSITION: AREA BUSINESS DEVELOPMENT MANAGER

I. COMPANY INFORMATION

ADC PLASTIC was established in 2004, That's Vietnam leading manufacturer and exporter with nearly 20 years of experience in the field of Raw Material for Plastic Industry (Calcium Carbonate Filler Masterbatch and White Masterbatch) provides for Packaging Industry, PE, PP Shopping Bag Manufacturer, PP Non Woven Factories, Household Injection Moulding, Plastic Bottles Manufacturers,...

With the Vision that “**Becoming the world’s top1 plastic filler masterbatch manufacturer**” and the Mision “**Contributing to Society**”, ADC PLASTIC affirms its position and becomes a reliable partner of customers worldwide.

1. BUSINESS FIELD: Manufacturing – Import & Export Plastic raw materials

2. COMPANY NAME: ADC PLASTIC (A Dong Plastic Joint Stock Company)

3. HEAD OFFICE ADDRESS: No. 14-15, A18-BTSL2, Le Trong Tan str., An Khanh, Hoai Duc, Hanoi, Viet Nam

4. FACTORY ADDRESS: Rd. D1, Yen My II Industrial Park, Yen My, Hung Yen, Viet Nam

5. WEBSITE: <https://adcplastic.com>

II. JOB REQUIREMENTS

We are looking for immediate hiring a **NEW COLLEAGUE** - Who have knowledge, skills and experience in the field of **BUSINESS DEVELOPMENT** to join our organization for **DEVELOPING CAREER TOGETHER**. This position will be responsible for leading business and commercial activities; forecasting, building market and product development plans for short and medium term at the assigned market....

1. JOB TITLE: Area Business Development Manager

2. ON-SITE: FULL TIME

3. WORKING LOCATION:

No. 14-15, A18-BTSL2, Le Trong Tan str., An Khanh, Hoai Duc, Hanoi, Viet Nam

Factories and Other locations according to job requirements

China/International depending on the assigned market.

4. JOB PURPOSE

Promote output growth, develop channels and sales team in the areas in charge: China market / target markets according to the assigned plan

5. MAIN RESPONSIBILITIES

5.1. DEVELOP MARKET AND SALES CHANNELS AT THE ASSIGNED MARKET

- Research, analyze, collect customer data, products in the market in charge

- Responsible for developing the assigned target market (output, sales channel)
- Coordinate with the Marketing Department to implement the plan to access, contact customers, promote and seek sales opportunities in the market in charge
- Build and Manage sales channels (Sales, output, efficiency, ...)

5.2. DEVELOP SALES TEAM AT THE ASSIGNED MARKET

- Advise the Board of Directors on building policies to attract sales team
- Attract and retain talents who share the same purpose and aspiration for development;

5.3. DEVELOP NEW BUSINESS OPPORTUNITIES AT THE ASSIGNED MARKET

- Identify opportunities to bring new products, new values that meet higher customer needs through regularly updating market trends, fluctuations and customer needs;

5.4. DEVELOP CUSTOMER RELATIONSHIPS AT THE ASSIGNED MARKET

- Build and implement plans to maintain and develop customer relationships and sales channels
- Receive customers or work directly with customers at production locations
- Work directly with customers at customer's production locations in China / International market

5.5. RESEARCH TRENDS, FLUCTUATIONS, UPDATE MARKET PRICES

- Coordinate with the Research and Development and Marketing Communication Department to update target market information (price, policy, product quality grading requirements, trade policy terms, ...)
- Advise the Business Development Director and the Board of Directors on solutions to improve and increase competitive advantage and output growth.

5.6. MONITOR SUPPLY CHAIN AND ORDERS

- Coordinate with the Supply Chain Development Department, Production Department to ensure the continuity of Orders on schedule, meeting customer quality requirements

5.7. IMPROVE OPERATION PROCESS

- Advise the Business Development Director and the Board of Directors on solutions to improve the operation process of business development in the assigned region to increase competitive advantage and output growth.

III. STANDARD REQUIREMENTS FOR CANDIDATES

1. EDUCATION LEVEL: Bachelor or higher

2. TRAINING MAJOR: Business Administration, Marketing, International Business, Economics, or related fields, ...

3. QUALIFICATIONS

- 10 year's experience in the field of sales, marketing, and B2B business development
- 3 year's experience in import-export, international B2B business development in the field of raw materials, plastic additives, chemicals for plastics industry is an advantage

4. ACCUMULATION TO BE ACHIEVED

- Build customer and market development plan for 1-3 years
- Understand the target customers and market development channels for the plastic industry



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- Presentation, negotiation and persuasion skills, flexible in traveling in the region and globally.
- Have keen sensitivity, high perception, good awareness of culture and change management style
- Knowledge and experience in plastics, plastic additives, chemicals for plastics industry

5. LANGUAGE OF APPLICATION DOCUMENTS Bilingual English/Vietnamese

6. FOREIGN LANGUAGE SKILLS:

- Fluent in English communication 4 skills (Listening, speaking, reading, writing): TOEIC > 650/ IELTS > 5.0
- Or Fluent in Chinese communication: HSK 3 or higher (For the position of Business Specialist for the Chinese market)
- Candidates who can communicate in 3 or more foreign languages have an advantage

IV. BENEFITS OF CANDIDATES WHEN JOINING ADC

1. INCOME:

ADC PLASTIC's COMMITMENT "With the contribution of each COLLEAGUE to the development of the organization, the income will always be commensurate with the performance and capacity"

2. CAREER DEVELOPMENT OPPORTUNITIES AND INCREASING VALUE CONTRIBUTION TO SOCIETY

ADC PLASTIC is proud to be an environment that always has opportunities for our COLLEAGUES to expand their scope of work, learning and career development opportunities with the best working conditions.

Ensure Development Opportunities are fair, transparent for all ADC PLASTIC Colleagues. We aim for the common goal "Same Career - Same Capacity - Same Orientation - Same Development

Ensure the welfare policies, treatment and honor the human value and social position