



## JOB DESCRIPTION

### POSITION: BUSINESS DEVELOPMENT REPRESENTATIVE

#### 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:** Business Development Representative

**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/ Domestic market depending on the assigned market.

**4. JOB PURPOSE**

Promote output growth:

China market / target markets/ domestic market according to the assigned plan

**5. MAIN RESPONSIBILITIES**

**5.1. DEVELOP CUSTOMER QUANTITY AND INCREASE OUTPUT OF GOODS SOLD**

- Looking for customers and sales opportunities in the assigned area



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- Update, quote products, contact, introduce products to customers
- Responsible for increasing sales output.

#### 5.2. COLLECT MARKET INFORMATION AND MONITOR MARKET FLUCTUATIONS

- Update market information assigned (Price, policy, product quality grading trend, Same industry company)

#### 5.3. MANAGE CUSTOMER RELATIONSHIPS

- Maintain and develop customer relationships to increase sales output
- Work directly with customers at their production locations

### 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

- Over 5 year's experience in the field of sales, marketing, and B2B business development
- 1 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

- Understand the steps of sales, customer development
- Good communication, negotiation skills

#### 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

### 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