

## JOB DESCRIPTIONS

BUILDING TRUST



Job Title: Assistant to Marketing and Distribution Manager	Department: Marketing
<p>SIKA is a multinational company, with head office in Switzerland. 25,000 employees over 300 factories worldwide. A major partner for all contractors and developers in Cambodia established in Cambodia for 19 years. SIKA manufactures and distributes a large range of construction materials: concrete admixtures, waterproofing, sealing and bonding, flooring, roofing, structural strengthening, we are the leader worldwide.</p>	

<b>Location</b>	Phnom Penh, Cambodia
<b>Reporting To</b>	Marketing and Distribution Manager
<b>Main Tasks and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Greeting customers, responding to questions, improving engagement with merchandise, and providing outstanding customer service.</li> <li>• Achieving established goals.</li> <li>• Directing customers to merchandise within the store.</li> <li>• Increasing in-store sales/point of sales.</li> <li>• Providing product knowledge.</li> <li>• Maintaining a regular appearance throughout the sales floor.</li> <li>• Introducing promotions and opportunities to customers.</li> </ul> <p><b>Marketing materials</b></p> <ul style="list-style-type: none"> <li>• Translation English to Khmer (marketing materials / in shop visits)</li> <li>• Assist to develop marketing tools: catalogs, leaflets, brochures, calendars, stationary, etc.</li> <li>• Visit Sika Factory 1 shift per week to ensure marketing support</li> </ul> <p><b>Market development</b></p> <ul style="list-style-type: none"> <li>• Marketing Intelligence</li> <li>• Market Studies</li> <li>• Shop decoration (development and supervise), Shop visits (surveys)</li> <li>• Join Networking Event / Join exhibitions</li> <li>• Customer prospection: emailing, phoning, meeting, presentation...</li> <li>• Ensure that all ISO 9001 and ISO 45001 procedures are followed.</li> <li>• To perform other duties assigned by management.</li> </ul>
<b>Minimum Requirement</b>	<ul style="list-style-type: none"> <li>• Degree in Business, Manufacturing (Fresh graduated are encouraged to apply)</li> <li>• 2-3 years working experience in Marketing, Designing, preferably in construction industry</li> <li>• Khmer Native Speaker (perfect writing) / Fluent English / Chinese is a +</li> <li>• Pack Adobe - Indesign / Photoshop, Illustrator, Premiere is a +</li> <li>• Pack Office – Microsoft Word, Powerpoint / Excel, Access is a +</li> <li>• Basic construction knowledge</li> <li>• Outgoing person / organized</li> </ul>
<b>Benefit</b>	<ul style="list-style-type: none"> <li>• To be discussed / high package depending on experience and performance</li> <li>• Health insurance</li> <li>• Transport provided for work purpose</li> <li>• Experience in an International company and career perspectives</li> <li>• Growing Network in Construction Industry</li> <li>• Training / E-training</li> </ul>
<b>How to apply</b>	<ul style="list-style-type: none"> <li>• Please send your CV to <a href="mailto:kaing.lina@kh.sika.com">kaing.lina@kh.sika.com</a> (Please subject the email with the position you are applying for, Ex: Ms/Mr. xXx Xxx is Applying for XxX)</li> <li>• Please add 3 references of trusted persons that can recommend you.</li> <li>• The position is available now, please check our website before sending your CV : <a href="http://www.sika.com/">www.sika.com/</a> <a href="http://www.sika.com.kh">www.sika.com.kh</a></li> </ul>