

JOB DESCRIPTIONS

BUILDING TRUST



Job Title: Retail Sales	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>	

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