

## Job Description

<p><b>Career at Audi Cambodia</b></p> <p>In 2013 Audi achieved best ever worldwide sales of 1,575,500 cars, an 8.3 per cent improvement over 2012.</p> <p>Audi dealerships are elevating the brand to the lead position in sales terms within the premium sector. To maintain this strong performance the brand plans to invest in new products and talented employees.</p> <p>As the sole authorized Audi Cambodia is looking for people strongly committed and enthusiastic, willing to keep our customers' desires at the heart of everything we do.</p> <p>Sales Department</p>
<p><b>Sales Administrator</b></p> <p>Audi Cambodia, Premium automotive dealership, seeks a Sales Administrator.</p> <p>The successful Audi Sales Administrator must be a competent, communicative, flexible and organized individual, who is always able to act in a collaborative manner with his/her colleagues in the sales, administration and procurement department.</p> <p>The Sales Administrator performs a vital support role by ensuring the highest levels of customer service, organizational efficiency and forward sales planning..</p>
<p><b>Stimulating and varied - your working environment</b></p> <ul style="list-style-type: none"> <li>▶ As Sales Administrator you will have to work in a dynamic environment and various persons as customers, sales executives, Sales manager and Operations Director.</li> </ul>
<p><b>Challenging and diverse - your tasks</b></p> <ul style="list-style-type: none"> <li>▶ Stock (vehicles) Management <ul style="list-style-type: none"> <li>▶ Oversee receipt of the vehicles from the port of delivery and/or storage warehouse in Cambodia to the Audi Terminal.</li> <li>▶ Transport insurance management: to claim all lost or damage at arrival of vehicle in Phnom Penh (Audi or bonded warehouse if applicable) as per procedure, to secure the replacement / repair and to follow up of cost reimbursement.</li> <li>▶ Maintain and update reporting on movement of vehicles (delivery schedule, orders, stock records, trend on products and specifications...).</li> <li>▶ Preparation of all sale documents as per procedure for approval before delivery of the vehicle.</li> <li>▶ Tracking deliveries to the Audi Showroom and match with Customer orders.</li> <li>▶ Manage delivery schedule to the Showroom and Customers.</li> <li>▶ Put customers on notice that their vehicle has arrived at the Audi Terminal.</li> </ul> </li> <li>▶ Sales support <ul style="list-style-type: none"> <li>▶ Implement and oversee the customer database.</li> <li>▶ Assist on a variety of requests that will support the sales department to achieve their targets.</li> <li>▶ Assist in the development of customer and corporate presentations as required.</li> <li>▶ Coordinate communication of customer-related issues to Sales Executives and the Sales Director, to ensure</li> </ul> </li> </ul>

seamless flow of information.

- ▶ Prepare support materials for sales calls, follow-up calls, customer interaction and sales system clarifications.
- ▶ Assist in updating internal sales forecasts.
- ▶ Create and generate reports and presentations to be used in sales meetings.
- ▶ Lead maintenance of promotional information.
- ▶ Coordinate with internal and customer contacts to resolve issues relating to pricing, terms, deductions, late shipments and other issues.

▶ Taking care the showroom:

- ▶ Overseeing the quantity of the vehicle display, Catalogs, gifts, books...
- ▶ Overseeing the display condition of the vehicles.
- ▶ Overseeing the condition of the test drive vehicle.
- ▶ Supporting sales-side logistics at official events, motor shows or other PR & marketing activities.
- ▶ Supporting the receptionist.

#### **Technical and personal - your qualifications**

- ▶ Professional certification in the area of business administration and sales experience
- ▶ Excellent **English and Khmer** skills both written and spoken.
- ▶ Excellent **Microsoft Office Skills** (WORD – EXCEL – POWER POINT)
- ▶ Excellent **organizational and interpersonal skills.**
- ▶ Commitment, self-motivation and reliability

#### **Miscellaneous aptitudes**

- ▶ Familiarity with a Dealership Management System (DMS) is an advantage.
- ▶ Working experience in the automotive or premium goods industry
- ▶ Valid Cambodian driver's license

#### **Where and when - your position**

- ▶ Audi Showroom at Phnom Penh
- ▶ Full time job
- ▶ Start : ASAP
- ▶ Contact : **C.-E. Cambournac**, Operations Director [cecambournac@audi.com.kh](mailto:cecambournac@audi.com.kh)