



Make Over Image

## M.O.I COSMETICS COMPANY LIMITED

### JOB DESCRIPTION

#### I. GENERAL INFORMATION

**Job Title:** Internship Business

**Department:** Business Depvelopment

**Direct Reports:** BDM

**Report to.** No

#### II. FBO (What are the major functional business objectives for this position?)

**a. Key Responsibilities**

*What are the 3 5 Key Responsibilities for this position.*

*What are the most frequent and most important essential work activities, teams and outcomes they are responsible for?*

- Take care of fanpage inbox, website orders
- Office paperwork
- Supporting social channels: MOI Academy
- Customer care: exchange faulty product
- Agent stock control
- Support dumping control and COE process

**b. KPIs:**

*What are the Key Performance Indicators will this position will be measured against?*

- Complete assigned tasks;
- Adhere to the working principles.

**c. Interdepartmental communication**

*What are the primary people contacts in this job? BDM and Sales Team*

*With whom? Team leader and other staffs*

*What purpose? Support Saleswork*

*How Often? Weekly*

#### III. REQUIREMENT

**d. Qualifications:**

*What skills, expertise or behavioral traits are needed to be successful in this position?*

- Majoring in Business Administration or Marketing
- Fluent communication

**e. Required experience & education:**

*What is the education or work experience needed to qualify for this position?*

- No experience required

#### IV. BENEFITS

**f. Compensation:**

*What is the salary range?*

- Following company policy
- Range: 2,000,000vnd/month