

## Internship Opportunity

## Organized Trade Intern

Department:	Commercial
Quantity:	02 Interns
Report to:	Account Manager/ Senior Organized Trade Executive
Time:	6 months (March 2022 – September 2022)
Benefits:	<ul style="list-style-type: none"> <li>❖ Applied knowledge, practical experiences and widen understanding of corporate world</li> <li>❖ Exploring a career path &amp; Opening network with professionals in FMCG field</li> <li>❖ Received financial compensation</li> <li>❖ Provided accident insurance &amp; Parking lot</li> <li>❖ Flexible paid time-off at 01 day per month</li> </ul>
Main purpose:	Timely and accurately perform sales activities to support Account Manager/ Senior Organized Trade Executive and ensure compliance of Organized Trade process, procedures & policies.
Accountabilities:	<p><b><u>I. Operation &amp; Sales Rep Management</u></b></p> <p><b>1. Operation task</b></p> <ul style="list-style-type: none"> <li>- Responsible for monthly reports accurate and timely.</li> <li>- Ensure effective delivery of KPIs: Volume growth, market share.....</li> <li>- Be responsible for promotion in customer: develop, sell, execute, evaluate.</li> <li>- Handle Purchase Order, stale &amp; solve Overdue</li> </ul> <p><b>2. Customer management</b></p> <ul style="list-style-type: none"> <li>- Build and leverage relationship with CVS customer.</li> <li>- Assist Key Account Manager to develop and execute customer business plan.</li> <li>- Follow up payment, rebate and review incentive</li> </ul> <p><b>3. Sales Rep Management</b></p> <ul style="list-style-type: none"> <li>- Training &amp; Coaching team leader/ SR</li> <li>- Manage SR team to ensure call plan, ASM, display at store as required</li> <li>- Motivate &amp; Deliver KPI of OT team to SR: display, PC share, Sub cat...</li> </ul> <p><b><u>II. New Channels &amp; OT Automation</u></b></p> <p><b>1. New Channels: Administration work</b></p> <ul style="list-style-type: none"> <li>- Follow &amp; assure the contract &amp; annex get appropriate approval before deadline</li> <li>- Follow overdue invoices and push payment on time</li> <li>- Process payment for service</li> <li>- Follow Purchase Orders to make sure delivery on time</li> <li>- Summarize Field report from Sales Rep</li> </ul> <p><b>2. OT Automation: Data analyst</b></p>