



Make Over Image

M.O.I COSMETICS COMPANY LIMITED

JOB DESCRIPTION

I. GENERAL INFORMATION	
Job Title: Internship Sales	Department: Business Development
Direct Reports: BDM	Report to: No

II. FBO <i>(What are the major functional business objectives for this position?)</i>
<p>a. Key Responsibilities <i>What are the 3 5 Key Responsibilities for this position.</i> <i>What are the most frequent and most important essential work activities, teams, and outcomes they are responsible for?</i></p> <ul style="list-style-type: none"> - Take care of fan page inbox, website orders - Office paperwork - Supporting social channels: MOI Academy - Customer care: exchange faulty product - Agent stock control - Support dumping control and COE process
<p>b. KPIs: <i>What are the Key Performance Indicators this position will be measured against?</i></p> <ul style="list-style-type: none"> - Complete assigned tasks; - Adhere to the working principles.
<p>c. Interdepartmental communication <i>What are the primary people contacts in this job? BDM and Sales Team</i> <i>With whom? Team leader and other staffs</i> <i>What purpose? Support Sales work</i> <i>How Often? Weekly</i></p>
III. REQUIREMENT
<p>d. Qualifications: <i>What skills, expertise, or behavioral traits are needed to be successful in this position?</i></p> <ul style="list-style-type: none"> - Majoring in Business Administration or Marketing - Fluent communication
<p>e. Required experience & education: <i>What is the education or work experience needed to qualify for this position?</i></p> <ul style="list-style-type: none"> - No experience required
IV. BENEFITS
<p>f. Compensation: <i>What is the salary range?</i></p> <ul style="list-style-type: none"> - Following company policy - Range: 2,200,000vnd/month