



JOB VACANCY

HDC(161)-HRM/IU/2021/604
06th December 2021

Assistant Director Business Solutions

MINIMUM QUALIFICATION & REQUIREMENT

1. Master's Degree or MNQF Level 9 Qualification in Business/Marketing with minimum 2 years' experience in relevant field. **(OR)**
2. Bachelor's Degree or MNQF Level 7 Qualification in Business/Marketing with minimum 4 years' experience in relevant field.
3. Preference will be given to candidates with Sales experience and candidates who have experience in a senior role in a previous job.

OVERALL SCOPE

Responsible to manage the Sales functions and implement the organization's Sales strategy. Additionally, the candidate has to forecast, develop and achieve sales targets at the market best price level. A suitable candidate for this position will also have a deep understanding of the Business Marketplace Models as well as the opportunities and limitations. The Assistant Director of Sales will be directly reporting to the Director of Business Solutions.

SCOPE OF WORK

- Plan, develop and execute strategic plan to achieve sales and profit targets and expand customer base.
- Develop a comprehensive sale and distribution strategy to maximize sales opportunities.
- Review sales performance by analyzing performance report.
- Create plans to address clients' business needs and collaborate with Business Development team.
- Ensure both the company and clients adhere to contract terms.
- Develop long term sales and revenue objectives and ensure those targets are achieved by the team.
- Lead, manage, coach and mentor sales team to develop their skills and knowledge required.
- Seek training opportunities for sales team's continuous development process.
- Analyze current sales strategy and suggest solutions for improvement.
- Set and manage sales section budget.
- Prepare sales/revenue reports and present the reports to the Top Management when needed.

JOB SKILLS AND SPECIFICATION

- Experience in sales, customer service, or related field, preferably in a leadership role.
- Understand how to present features and benefits of product and service to customers with differing needs.
- Proven ability to influence cross-functional teams.
- Possess extensive knowledge of sales principles and practices.
- Strong leadership, team building and analytical skills.
- Excellent written and verbal communication skills.
- Knowledge of Microsoft Office programs such as Outlook, PowerPoint, Word and Excel, Team, etc.
- Ability to work cooperatively and collaboratively with all levels of employees, management, and external agencies to maximize performance, creativity, problem solving, and results.

SALARY PACKAGE:

Salary negotiable based on qualification and experience.

Application Process:

Send the application along with your CV, copies of Accredited Certificates, Job Reference Letters, Police Report and ID card or Driver's License copy via the link (<https://jobs.hdc.com.my>). For any additional queries please contact to 3353535.

Application Deadline:

Date: 12th December 2021 (Sunday)

Time: 14:00hrs