



**Trading Office:**

Thien Son Plaza Trading Center, Rm. 3.24,  
800 Nguyen Van Linh St., Tan Phu Ward,  
Dist. 7, HCMC, Vietnam

**Registered Office:**

383/14/12 Ba Hat St., Ward 4, District 10, HCMC, Vietnam

Tel: + (84) 28 5414 8080 | Fax: +(84) 28 5411 0667 | Website: <http://www.petropro.com.vn/>

## JOB DESCRIPTION

<b>TITLE</b>	Sales Engineer/ Business Development Executive
<b>DIVISION</b>	Project
<b>REPORTING TO</b>	Project Manager
<b>SUBORDINATE(S)</b>	DIRECT REPORT: -
	INDIRECT REPORT: -
<b>REVISION DATE</b>	03 Mar, 2018

### GENERAL OBJECTIVE OF THE FUNCTION

Assist Business Development Department to win new project or business lines that add value to the Company’s integrated services and products with a view to increase profitability, developing the Company’s market share and aligns the new ventures with the Company’s overall strategies. This role is divided into identifying new business lines and developing existing project, by performing the following:

- Market research for business development purpose,
- Prepare business justification,
- Supporting the implementation of business justification,
- Analysis of customers’ requirements,
- Understand the market competition of each business units,
- Understand business commercial of each business units.

### KEY RESPONSIBILITIES

***Functional Responsibilities:***

- Prepare the research and analysis of potential projects, business cases, opportunities, market positioning and competition, and other Business Development related matter.
- Design research methodology and techniques to gather market information from various entities which may hold information such as governmental agencies or foreign companies.
- Assist BD Manager to construct appropriate financial models to support the new venture business case.
- Support the execution of the approved business justification, or in the implementation of approved new venture through the initial startup period.
- Understand the operation, activity, and business of the company as a whole.
- Create and perform presentations and reports to management and clients.
- Build trust and communicate effectively, drive execution, promote innovation, focus on

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customer, creatively solve problems.

- Proactively establish and maintain effective working team relationships with all support departments.
- Learn technical requirements from customers; smoothly co-operate with suppliers, customers and relevant parties to process the whole orders, solve out any arising issues timely, effectively and flexibly.
- Assist other Procurement activities as assigned.

**AUTHORITY**

Under approval of Project Manager

**WORKING RELATIONSHIP**

**Internal:**

All Departments in Company

**External:**

Clients, Vendors

**WORKING CONDITIONS & PHYSICAL DEMANDS**

*(For specific positions, only if necessary)*

Normal

**JOB REQUIREMENTS**

**Working Experiences:**

- Fresh Graduate
- 5 – 10 years
- 1 – 4 years
- above 10 years

**Education:**

- High School
- Bachelor, majoring in any engineering, business of finance
- Diploma, Business Admin
- Master, majoring in .....

**English Skills Required**

- Excellent
- Fair
- Good
- Poor

**Computer Related Skills Required**

- MS Word
- MS Power Point
- MS Project
- MS Excel
- MS Visio
- Others .....

**Technical Skills:**

*(e.g. finance and accounting skills, HSE management, etc)*

- Analytical skills
- Interpersonal skills
- Incorterms 2000&2010, UCP600
- Negotiation skills
- Pricing skill
- Commercial skills
- Presentation skills
- Details oriented
- Reading Comprehension skill
- Business understanding: Industrial Machine Knowledge, Oil & Gas market knowledge are plus points

**SIGNATURE**

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**PETRO PRO OIL GAS TRADING SERVICES CO., LTD.**

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Prepared by:	Approved by:
Name : <b>Pham Minh Chau</b> Title : <b>Procurement Supervisor.</b> Date : <b>03 Mar 2018</b>	Name : Nguyen Trung Hieu Title : Project Manager Date :
<b>SIGNATURE</b>	
Understood & Accepted by:	
Name : .....	
Date : .....	

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