



JOB DESCRIPTION

Social Enterprise Sales Executive

KOTO | Know one, teach one

Vision Statement

Positive permanent change for at-risk and disadvantaged youth through the transformative power of social enterprise.

Mission Statement

To empower at-risk youth to pursue lives of dignity by providing life-skills, training and opportunity.

Values

Justice | Community | Respect | Teamwork | Performance

Position Statement

The KOTO Sales Executive will have a hands-on role, with the overall objective to increase sales for both restaurant and catering divisions, cooking classes; assisting KOTO towards becoming financially self-sustainable and raising further awareness of KOTO Social Enterprise. Utilizing a strong background in hospitality and business, the Sales Executive will effectively manage interactions with clients in order to establish healthy, long lasting relationships.

Group

Social Enterprises Division

Reports To

Restaurant Operations Manager

Reporting Staff

None

Based In

Ho Chi Minh City

Key Working Relations

Internal: Trainees, staff and volunteers

External: Business partners, social enterprise partners, donors, sponsors and external stakeholders

Key Result Areas

- 1. Generate Revenue:** Work to generate revenue for the KOTO Kumho restaurant and catering and through this support the execution of KOTO's marketing strategies
- 2. Client Relationships:** Source leads within the target audience and industry sectors; follow up and maintain accounts
- 3. Business Strategy:** Support the Operations Manager in forming sales strategies for KOTO catering activities, restaurants and contribute ideas toward overall sales objectives and policies for KOTO Social Enterprise Division
- 4. Communication:** Communicate directly with customers, leads and accounts via face-to-face meetings, telephone calls, emails and, where applicable, via promotion campaign emailers/newsletters, etc.
- 5. Self:** Managing self to maximize results, time management and decision-making
- 6. Values and Ethos:** Is in alignment with and upholds KOTO's vision, mission and values; understands and desires to advance in the nonprofit sector

Key Skills and Knowledge

Qualifications

- Minimum Bachelor's degree in business, marketing, communications or other relevant field
- Minimum 2 years' experience in sales, marketing, communications, events, and/or public relations

Well- developed technical skills in the following areas

- Written and verbal communication in both Vietnamese and English; this includes strong translation and interpretation skills
- Project and event planning and delivery; organizing and prioritizing
- Demonstrates sound knowledge of the sales process
- Confident negotiator and ability to successfully close deals
- Strong client management skills
- Highly proficient in MS Office applications

Personal attributes

- Highly motivated; willing to take initiative; flexible
- Highly detail oriented
- Innovative and progressive
- Sensitivity to and respect for cultural differences; understanding and awareness of diversity in the workplace
- Excellent listening skills and ability to have positive interactions with public, media, partners,

clients, supporters and colleagues; ability to ask questions and seek required information

If you believe you are the person KOTO is looking for, email us for the full job description (stating clearly the job title in the subject line) or email your CV and cover letter to Ms Lien Le, KOTO HR Executive at lien.le@koto.com.au.

Your e-application must include:

- A cover letter clearly demonstrating your suitability for this position
- A comprehensive CV (no more than 2 pages)
- Full contact details (including telephone number and email) of 3 referees, including at least 2 direct supervisors

Incomplete applications will not be considered.

Closing date is June 01, 2015 but the position may be filled prior to the closing date, therefore we encourage you to apply early.

Any candidate offered a job with KOTO will be expected to undergo a criminal record check and sign the KOTO *Code of Conduct and Ethics* and the *Child and Youth Protection Policy* as an appendix to their contract of employment and conduct themselves in accordance with the provisions in these two documents.