



MARCOM DEPARTMENT

JOB DESCRIPTIONS

General Information	
Position/Title: Inside Sales - Vehicle	Type: Outsource
Report to: Marketing Supervisor	Level: Staff
Product: Industrial products: www.mt.com/industrial	Salary: based on qualifications
Workplace: G Floor, SCS Building, Plot T2-4, D1 Street, Saigon Hi-tech Park, Tan Phu Ward, Dist. 9, HCM City, Vietnam	
Job categories (for Job ads): Electrical/Electronics, Sales Technical, Industrial Products	
Key Responsibilities	
<ul style="list-style-type: none"> - Lead nurturing: <ul style="list-style-type: none"> o Nurturing warm leads to become hot leads o Qualify incoming inquires and distribute the leads - Set up customer appointment for field sales rep - Introduce new products or services to selected existing customers (Farming accounts) - Create selected quotes and ensure timely follow-up - Urgent response to customers when sales rep not in the office to ensure quality service 	
Desired Outcomes / KPIs	
<ul style="list-style-type: none"> - Order conversion: for assigned opportunities - Number of appointment set-up: 50% of field sales visits - Team sales target achievement 	
Qualifications	
<ul style="list-style-type: none"> - Education: Bachelor in Engineering (Automation, Electrical/Electronics, IT, Mechatronic, Transport, etc.) - English: read and speak basic English - Computer skills: Ms. Office - Experience: Prior telemarketing skills is preferred but not compulsory (junior level is acceptable) - Competencies: <ul style="list-style-type: none"> o Good telephone and communication skills – is professional and can speak confidently over the phone o Not afraid to talk to people from all walks of life and must enjoy speaking to people o Good Interpersonal skill o Consistent worker and management of assigned tasks and schedule 	
Key Relationships	
<ul style="list-style-type: none"> - Internal: Marketing team, Sales team - External: Customers 	
The company	
<p>METTLER TOLEDO is a global manufacturer and marketer of precision instruments for use in laboratories, manufacturing and food retailing. More than 13'000 professionals around the world innovate, deliver and maintain a unique variety of solutions for weighing, in-process and laboratory analysis as well as product inspection. With our long tradition, we combine the best of Swiss precision and American entrepreneurship and feature world-leading market positions and internationally renowned brands.</p> <p>METTLER-TOLEDO Vietnam LLC is a wholly owned subsidiary of the METTLER TOLEDO group with offices located in Ho Chi Minh City and Hanoi, responsible for marketing, sales and service of our amazing solutions in Vietnam and Cambodia.</p> <p>Visit our website: www.mt.com/careers</p>	
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