



# **Interflour Group**

## **Job Description**



## Job Description

<b>JOB TITLE</b>	
Commercial Administrator	
<b>DEPARTMENT / UNIT / COUNTRY</b>	
Commercial/IMV/Vietnam	
<b>REPORTING TO</b>	
Supply Chain Manager	
<b>Role</b>	
This position is primarily to provide administrative support to the Commercial Team including Malt and By product Sales and the logistics of Barley in and Malt and By products out.	
<b>MINIMUM REQUIREMENTS</b>	
<b>Education / Experience</b>	<ul style="list-style-type: none"> <li>• University degree or above with major in Logistics, Science, Business, Finance, Trading</li> <li>• High fluency in English (speaking and writing)</li> <li>• Good computer literacy (Ms Office)</li> </ul>
<b>Specific Skills (Knowledge, skills and abilities)</b>	<p><b>Functional skills:</b></p> <ul style="list-style-type: none"> <li>• Good knowledge of Incoterms terms</li> <li>• Legal knowledge (Commercial/Trade)</li> <li>• Numerical skills</li> <li>• Strong negotiation skills</li> <li>• Strong knowledge of Trade terms</li> <li>• Understanding container trade</li> <li>• Import-Export Shipping documentation</li> <li>• Basic Finance.</li> </ul>

**AREAS OF RESPONSIBILITY (AOR)**

**Header**

**Definition**

**IN ORDER TO, what results**

**Sales Support**

- Support the implementation, operation and continual improvement of ERP system for Internmalt.
- Support the Account Supervisor to sell by product.
- Support the Account Supervisor and CM to sell malt
- Work with the Logistics team and Operations and Sales to ensure customer deliveries and documentation meet customer requirements.
- Support the Supply Chain Manager to ensure we are using best freight and packing options by considering Operational limitations, safety, costs and Customer's needs.

**Customer Service**

- Work with customers according to direction of Account Supervisor and Commercial Manager to arrange freight and delivery programs of all malt and by products
- Support the Account Supervisor by preparing delivery and contract documentation.
- Check and file all Internmalt Commercial Contracts and ensure they meet IFV requirements

**Ad-hoc**

- To perform other duties as required

