



INTERNSHIP FOR STUDENTS

FACULTY OF INTERNATIONAL ECONOMIC RELATIONS

1. POSITION: **SALE EXECUTIVE**

2. APPLICATION DEADLINE: Please send you CV to our HR dpt. before 15th Dec 2019

3. CONTACT INFORMATION:

(HR DEPARTMENT)

Phone: 0251 3 514 103/ Email: **hr.vn@torrecid.com** or **torrecidvn@gmail.com**

(MS. ANN): Cellphone: **0933 705 118** / Email: **Ann.vn@torrecid.com**

www.torrecid.com

4. JOB DESCRIPTION:

- Cooperate with Production department and Purchasing department to manage stock in order to fulfill the delivery for customers
- Make accurate, rapid cost calculations and providing customers with quotations
- Prepare Sales documents following the trading and commercial law in Vietnam
- Negotiate transportation cost and solve problems with forwarders
- Provide product, promotion, and pricing information by clarifying customer request; selecting appropriate information and answering questions.
- Calculate, report, analyse the sale numbers
- Prepare and arrange Sales meeting
- Accomplish department and organization mission by completing related results as needed.- Cooperate with Production department and Purchasing department to manage stock in order to fulfill the delivery for customers
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5. JOB REQUIREMENTS

- Ethics and Intergrity
- Accuracy and attention to detail
- High level ability to communicate and advise on complex matters to both specialists and non-specialists
- Proven presentation skills and ability to manage difficult issues
- Being confident, thorough and collaborative
- Proactivity and flexible
- An ability to work under pressure and to deadlines
- Good at English, able to work with different nationality colleagues.

6. TORRECID POLICY:

Student interns are entitled to the regimes the following:

- Be trained and practice in tasks related to Accounting.
- Co-operate with partners in Europe and Asian; develop English communication.
- Have long –term career opportunities in multinational company after graduation.
- Work in dynamic, active, passionate and professional environment.
- Saturday and Sunday weekend holiday.
- Allowances: renting room, internship transport allowance, lunch allowance.



TORRECID Group was established in 1963 in Alcora Spain. We are a globalized leading company manufacturing ceramic frits, glazes and stains, with fifty experience and reputation. As a notable leader, we provide our clients with not only top quality products but also various facilities. We are the most popular supplier in Spain and in other countries as well. We have steadily expanded around the world, such as setting up subsidiaries in Spain, Italy, Portugal, Brazil, Indonesia, China, etc. Our group's mission is to achieve and consolidate a worldwide leadership in innovation of product, process and service, in order to provide our customers the best competitive advantages.

More than 55 years working experience, we are not only proud of our outstanding achievement and expanding, but also our Human Resource policy. It was a new way of selecting, training and promoting young people, without experience, but people who believe in the project and willing to fight for it.

We have stable and long term cooperating customers in Vietnam and we offer the permanent job opportunity.

Our address in Vietnam:

Head office:

Long Thanh IZ, Long Thanh District, Dong Nai Province

Phone: 02513 514 103

Fax: 02513 514 107

Vinh Phuc branch:

47 Hai Ba Trung street, Phuc Yen city, Binh Phuc Province