

**COMIN ASIA PTE. LTD** has been established in Singapore since 1991 with French Capital. Present in Vietnam since 1992 operating thru its two representative offices in Hanoi and Hochiminh City, COMIN ASIA enjoys and expertise recognized in both local and regional infrastructure markets. The Comin Asia Group is active in Mekong sub-region: Vietnam, Cambodia, Laos, Thailand and Myanmar.

COMIN ASIA's business fields include:

- Power projects: power utilities (national, regional, local), power plants, dispatching centers..
- Power projects: Testing centre, power construction & transmission companies, power utilities, power plants...
- Industrial products: Cement plants, coal mine, paper plants, water utilities...

**COMIN VIETNAM LTD**, a Comin Asia owned Vietnamese registered Company, has been established since 1998 with its head office in Hanoi and two branches in Hochiminh City and Danang.

COMIN VIETNAM's engineering activities covers:

- Mechanical & electrical contracting: Industrial & tertiary sectors, pharmaceutical plants, garment factories, breweries, airport terminals, hospitals, shopping malls, office buildings, apartments, hotels...
- Mechanical and electrical maintenance and services: hotels & resorts, serviced apartments, embassies, office building, power plants...

The activities of Comin Asia and Comin Vietnam are complementary and enable us to offer a global performance from the initial planning of a project to its implementation and commissioning.

# Genset Sales Manager

Quantity: 02

Hochiminh city, Vietnam

## A. JOB DESCRIPTIONS

- **Project Management**

- Identifying projects in his field of activity at the earliest stage as possible.
- Liaison with known suppliers, or research of new suppliers (by respecting exclusivity agreement or strategic relationships COMIN ASIA / RMA may have -> actually Himoinsa), including management of suppliers' missions in Vietnam
- Working upstream to try to influence or close the specifications and create a favorable situation for COMIN ASIA / RMA or its principals
- Preparation of tenders or quotations (including forecast of necessary bid bonds when required).
- Discussion with management on costing and price level on a project by project basis (and as per list of authorities)
- Submission of tenders or quotations.
- Support of the offer and lobbying to secure the projects by identifying the key persons, the right channels and the appropriate actions.

- Negotiate the contract with customer (with management support if necessary) to preserve the interests of COMIN ASIA and RMA.
- Prepare budget and planning of the projects
- Contract management (including preparation of contract, negotiation with suppliers, purchasing, follow-up of manufacturing/shipping, shipping documents, negotiation of L/C if any, invoicing, payments to suppliers and from customers, after-sales, ...).
- Coordinate the different internal services of the company and make the necessary arbitrations to implement the projects successfully (technical, purchase, L/C negotiation, ...).
- Respecting the contractual obligations of the parties.
- **Monitor & Control**
  - Monitor / control the cashflow forecasts (including bonds and L/C).
  - Monitor / control the profitability of projects and implement remedy actions in case of deviance versus forecasted profitability.
  - Analyze the risks (payment terms, technical, currency, ...) at each stage of the projects (quotation and implementation)
- **HR Management**
  - Managing staffs of the Section (if any)
  - Creating or updating job description
  - Implementing the annual appraisal of all staffs of the Section and insuring that each staff has a clear yearly objective
  - Initiating recruitment, participating actively in the selection of candidates
- **Quality Management System (QMS)**
  - Insure that the company quality management system is respected in the Section
  - Make all the staffs of the Section sensitive to quality issues
  - Create and implement suitable procedures and tools in coordination with QMS Department
- **Reporting to Trading Manager**
  - Preparation of annual budget/objectives to be approved by the Trading Manager (yearly).
  - Readjustment with projection at 3-month and year-end projections (orders, sales, margins...) at the end of every quarter
  - Activity report including on-going projects, projects under evaluation and prospection (every 2 weeks), including analyze of realization versus budget (monthly).
  - All problems which may affect profitability, timing, company credibility, safety, QMS ... and/or for which he need the advise / arbitration of the Trading Manager
- **Key Performance Indicators (KPI)**
  - Budget achievement
  - Bi-monthly reporting (regularity and content)
  - Cashflow follow up (regularity and accuracy)
  - Debts collection (target is to have 50% to be collected at due date, 25% at 30 days from due date and 25% at 60 days from due date. No debts at 60 days from due date)
  - Respect of budgeted projects margin (and eventually ameliorate them)

- Respect of contractual timing
- Every quarter end of the year projection
- Participation in implementation of QMS objectives and respect of QMS objectives/ procedures

## B. REQUIREMENTS

- Age from 30 – 50 years
- Mechanical / Electrical in Genset field
- Knowledge in international business, Incoterms, usual international payment terms understanding (especially L/C), sales, organization of distribution channel/ network, marketing
- Proficiency in MS Office, English
- Have 5 years of experience. Working experience in foreign company is advantage
- Autonomous, rigorous, good reporting ability

## C. BENEFITS

- Competitive Salary
- Insurance under the regulations of Vietnam Labor Law, besides employees are contributed other insurances according to company's welfare programs.
- ...

Interested candidates should submit their latest resumes to [hr.hn@cominasia.com](mailto:hr.hn@cominasia.com) before **15 Dec 2011** (first come first serve). Only shortlisted candidates will be contacted for interview.

### Human Resource Department

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