



Internal Sales Executive

Full time position,

Location: Hanoi, Vietnam

Report to: Regional Manager/Distributor Manager

Blacksheep is a fast-growing international science and technology company – a great place to develop your career in Vietnam. Focusing on the development of world leading products for high growth markets, the company designs, develops and manufactures truly innovative products in Vietnam. Our projects in Vietnam range from high power electric motorbikes to medical machines. Our ISO standard products are used for many scientific applications including biology, chemistry, biotech research, material sciences, and scientific discovery.

Our partner, Blacktrace Holdings Ltd., headquartered in the U.K, is increasing their activities for different brands Dolomite Bio, Dolomite Micro, and Particle Works. Blacktrace presently has a successful relationship with Blacksheep in Hanoi as a partner for Sales and Marketing in Asia and would like to expand the scope of this relationship. Therefore, we are looking for young and energetic graduates who have scientific background and would like to pursue a career with us. You will be working with world-class scientists to deliver cutting-edge technology used for life-changing applications.

Due to the nature of the role, we expect you to be completely fluent in English and be a proactive individual by nature.

Main tasks:

The main responsibility of the Internal Sales Executive is to work closely with the sales team to support direct customers, distributors on products and technical inquiries; and proactively looking for leads for the business.

Your typical duties will include but are not limited to:

- Generating quotes for customers, resellers, and regional sales managers
- Contacting sales leads and qualifying both in a technical and commercial manner
- Managing and maintaining the sales CRM system and ensuring all details are up to date
- Ensuring all sales leads are followed up in a professional and timely manner
- Processing prospect and lead information within the sales CRM
- Answering incoming prospect enquiries (webstore, phone, email)
- Providing sales administration support to regional sales managers
- Assisting with marketing and events activities as and when required
- Managing demonstration equipment and running demonstrations
- Assisting in the organisation of customer training or customer workshop
- Co-ordinate to organise events across the region

Required skills and capabilities:

- Undergraduate degree or equivalent qualification in a scientific discipline such as chemistry or biology
- Experience in a similar sales-related role is beneficial but not a requirement, full training will be provided
- Professional telephone manner
- Excellent communication skills, both oral and written
- Ability to conduct presentations in front of different types of audiences
- Excellent organizational skills and ability to multi-task
- Excellent attention to detail
- Ability to work individually and as part of a team
- Demonstrated proficiency in MS Office applications
- A willingness to travel to the UK headquarters or other groups offices for training
- Experience in working with CRM's such as Salesforce.

Benefit:

- 20 casual leave days/year
- Private health insurance
- Opportunity to work in an international, friendly, creative, and active environment
- Approach to most advanced technology in the world
- Opportunity to collaborate with world leading engineers
- Competitive salary and benefit package

If you would like to apply for this position, please email your covering letter addressing each of the requirement and CV to: **giang.nguyen@blacksheeppower.com** attention to **Ms Giang Nguyen, Operations Director**

We look forward to hearing from you!

Blacksheep Vietnam Co.,Ltd