

Job Description	
COUNTRY : Korea	
Direction/BU : Arkema / HPP(High Performance Polymer)	
JOB TITLE	
Sales & Development Assistant Manager (Polymer)	
SITUATION IN ORGANISATION (enclose a copy of your organisation structure)	
The Sales & Development Assistant Manager for Arkema HPP reports to the HPP Sales & Development Deputy Manager of Arkema in Korea.	
JOB DIMENSIONS	
Direct Responsibility on Sales & Development for High Performance Polymer products.	
Sales Responsibility for the following Business Units : HPP-SPA. Development Responsibility for the following Business Units: SPA/Powder-industrial market Numbers of Buying Customers = 8 Numbers of Prospects = 5 Shared staff Responsibility = 1 Person	
Main contacts : Arkema Korea HPP team, Seoul Technical center, Kyoto Technical Center (KTC), Changshu R&D Center(CRDC), customers, distributors.	
ACTIVITIES	
<p>* Product: Polymer (https://www.extremematerials-arkema.com/en/) * Market: Powder industry, Industrial, Textile, Medical, Textile, 3D printing, Cable, etc.</p> <p>Sales Activities (20%)/ operational tasks</p> <ul style="list-style-type: none"> - Accountable for the Sales and Marketing of the Business Unit's product under his or her responsibility. - Define and propose annual budget of products under his or her responsibility in coordination with Sales Director and Business Manager. - Responsible for the day-to-day Business by maximizing the sales of Products from the Business Units. - Propose to the Central Business units the most efficient channel of distribution. - Solve claims from customers and Accountable for the payments from customers and solve any payment risks. - Collect and undertake on a regular basis marketing surveys for the products under his or her responsibility. - Inform regularly the Business Units about customers' situation. - Understanding the laws and regulations of the related products. - Prepare and implement yearly and quarterly Action Plans and Provide regular statistical information. - Ensure to achieve the objectives of the Business Units and the requirements of the local organization. - Responsible for the cost-control of the indent sales activity under his or her responsibility. - Coordinate possible synergies with other sales managers with common customers. - Develop and Keep close relationship with key accounts where Arkema can conduct business or cooperation. <p>Sales Activities (10%)/ reporting tasks</p> <ul style="list-style-type: none"> - Establish visit reports and monthly report to both local hierarchy and the Central Business Units and 3 month sales forecast. <p>Development Activities (60%)/ operational tasks</p> <ul style="list-style-type: none"> - Manage existing development & Initiate new development in the fields defined with R&D team. (1) Detect new project and Define technical requirements from customer in terms of product needs and specifications. (2) Interact with Technical/Development team at customer to Introduce and Position product. (3) Support customer in order to achieve product trials & technical qualification. (4) Bring development into sales in order to contribute to achieve annual budget of products under his or her responsibility. - Manage and propose promotion activity (co-branding & joint marketing, innovation day at OEMs, seminars, exhibition). <p>Development Activities (10%)/ Reporting tasks</p> <ul style="list-style-type: none"> - Report clearly and regularly operational activities through internal tools (SalesForce/Sharepoint). - Improve internal communication by attending and/or taking leadership in organizing internal meetings. 	
CONTEXT AND ENVIRONMENT	

The local entity is managed in combination with both the strategy defined by the business units and the international strategy defined by the group. The Sales & Development Representative must implement locally the objectives of the central business unit for which he or she is accountable. The Sales & Development Representative must bring to the global business unit a good knowledge of the local market to help them in their strategy and suggest the local objectives to them and his or her local hierarchy. He or she is accountable for the Trading activity under his or her responsibility in terms of Sales and Development objectives and also cost-control. The Sales & Development manager is accountable for the management of the assistant under shared responsibility.

ACCOUNTABILITIES

The Sales & Development representative must achieve the goals of the Business Units under his or her responsibility in terms of sales, development (Salesforce) and marketing information through an efficient reporting. He or she is also accountable for the cost-control of his or her activity and the management of the assistant under his or her shared responsibility. As a member of the Trading activity, he or she must also ensure the good implementation of the company objectives in his or her activity.

QUALIFICATIONS / EXPERIENCE REQUIRED

- Good Technical background and ability in the field of development of chemical products (Polymer).
- 2-3 years of relevant experience is preferred.
- Good sales and negotiations skills.
- Good communication skill based on fluent Korean and English.
- Interpersonal skills to work with a wide variety of people each day, build relationships and network.
- Good capabilities to understand Arkema's culture and open minded to adapt a new environment.
- Ability to travel both domestic and overseas.

Date :
Job Holder :
Signature

Date :
Manager Approval :
Signature