



Daniel Koeppl Associates Co. Ltd

JOB Description

(draft – final version is created with position holders input)

Department : Business Development	Division: Business Development
Job Position: Environmental Sustainability Development Executive	Code: ES-EXC (page 1 out of 1)

Approved by: MD

Date: February 2015

A) Tasks:

1. Handling the entire sales process independently.
2. Your responsibility is to organize and plan the activities in order to acquire & provide & contacts & meeting details of decision makers (of hotels, hospitals, schools and similar operations) interested in environmental sustainability technology (e.g. water flow reduction resp. water flow audits) or know how in Thailand, **Koh Samui and Phuket**.
3. You are correctly handling all correspondence and inquiries by providing initial information to prospects (e.g. brochures, videos, links and samples) via email.
4. You follow up and execute sales visits.

B) Behavior:

1. You are always punctual, efficient and above all courteous when representing DKNA. You assume at all times, a pleasing and helpful attitude towards potential customers.
2. You strive to give service, which results in positive feedback and "word of mouth".
3. As you are working independently and represent DKNA you conduct yourself in a high standard of professionalism in the best possible manner.
4. You are expected to be well groomed and dressed professionally when representing DKNA.

C) Reporting:

1. You report all customer's inquiries, questions, complaints and comments regardless of how small they may seem, to the MD of DKNA on a regular basis. (by the last day of the month, in writing, via email.
2. You are required to give adequate notice whenever serious circumstances forbid you to execute your work.
3. You are responsible for the proper stocking and reporting on samples and other merchandise for sale.
4. As you are working independently and represent DKNA you conduct yourself in a high standard of professionalism as to represent DKNA and yourself in the best possible manner.

Daniel Koeppl Associates Co. Ltd.

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