



Alchemy Asia is South-East Asia's leading independent premium spirits distribution company with an exclusive brand portfolio across a number of South-East Asian markets for iconic international spirit companies including The Edrington Group (The Macallan, The Famous Grouse), Bacardi Limited (Grey Goose, Bacardi, Bombay Sapphire) Remy Cointreau International, Group Campari and Proximo (Jose Cuervo, Kraken) among others.

We are a privately held group and maintain offices across Singapore, Vietnam, Thailand, Cambodia, Myanmar, and Laos, with are headquarters in Ho Chi Minh City, Vietnam.

POSITION DESCRIPTION

Title:	Intern
Reporting To:	Supervisor/ Manager
Scope:	Sales / Marketing / Supply Chain
Location:	Ho Chi Minh City

RESPONSIBILITIES

1. Sales Intern:

- Support Sales department at all levels.
- Other tasks assigned by the managements.
- Visit outlets daily to follow up sales volume and merchandise.
- Create and maintain the good relationships with customers including PIC of retailers within allocated area.
- Report to Line Manager on competitors' activities at outlets and if any issues.
- Ensure execution/performance/compliance in contracts and deals with customers.
- Ensure monthly & weekly reports are completed correctly & by timeline as requested.
- Ensure that all information relating to contracts and deals is secured and confidential.
- POSM Management.
- Collect pricing from premise outlet.
- Ad-hoc as requested by the managements.

2. Sales Admin Intern:

- Answering client queries related to products, promotions on E-commerce platforms and direct phone calls from consumers.
- Support for ordering, canceling orders, refunding, or exchanging goods by coordinating with sales admin/accountant/warehouse to follow up the delivery of orders up to final to make sure all done appropriately.
- Processing all sales-related paperwork, daily reports.
- Ad-hoc as requested by the managements.

3. Marketing Intern:

- Assist in brand marketing administration and activities in the Vietnam market