

## CHANNEL AND COMMERCIAL EXCELLENCE INTERN

### What we can offer:

Laptop

### Job Description

- Admin support to update daily sales report to sales region.
- Coordinate with other functions to consolidate data (forecast, target, sell-out data, inventory, market data...)
- Admin support to incentive programs include: sales organization hierarchy, mapping customers and sales forces, update tracking incentive result.
- Support to extract data from Track and Trace system at daily basis.
- Admin support to sell-in/ sell-out campaigns include: prepare registration/ notification documents to Ministry of Industrial and Trade, follow up and get approval via e-doc sign system.
- Work with supplier to follow up progress to purchase P&I items, POSM...
- Create key visual, content for sell-out campaign on social media platform.
- Admin support to prepare supporting documents for payment.
- Centralize systematically document, internal process.

### Job requirements

- Bachelor's Degree in Business Administration, Marketing, or other relevant fields
- Proficiency in Microsoft Office (Word, Excel, Power Point)
- Basic English for communication & writing.
- Careful style of work and willing to learn.
- Can-do, Result-oriented, proactive mindset.

### Job locations

Ho Chi Minh City, Vietnam

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