

Reporting Relationship		Team size	
Job title: Business Development Manager ↑ Incumbent: Intern Business Development Executive Subordinate: No.		No. of teams : 02 No. of direct subordinates : No No. of indirect subordinates : No	
Relationships/Communication <i>(List the internal and external points of interactions that are required of this job)</i>			
<ul style="list-style-type: none"> Internal contacts: OVN: Sales Team, Technical support team, Biz planning, Biz Development, SCM, Omron AP: Regional, HO: Singapore & Japan 		<ul style="list-style-type: none"> External Contacts: External Vendors, Customer, Distributors, Agencies, 	
Job Requirements & Qualifications <i>(Indicate the minimum and preferred education and experience for this job and any licenses and certifications required)</i>			
Academic & Professional Qualifications		Essential	Desirable
<ul style="list-style-type: none"> University / College graduated 			X
Achievements & Experience			
<ul style="list-style-type: none"> 			
Competencies <i>(Indicate the behaviors that demonstrate the knowledge, skills and abilities that the employee should have at a particular level)</i>			
Core Functional Knowledge (Rating 1~5)		Essential	Desirable
1. Knowledge for compose contract and assistant			X
2.		X	
Important Skills & Behavioral Competencies (Rating 1~5)			
1. Proactive, can-do attitude, open mind in learning new knowledge related to Business Development		X	
2. Excellent communication and presentation skills		X	
3. Microsoft Office Skills: Word, Excel, Power Point, Outlook.		X	
4. Fluent in English (speaking and Writing)			X
5. Planning and organizing			X
Language, computer and other skills			
<ul style="list-style-type: none"> Computer skill: Proficiency in Microsoft office... 		X	
<ul style="list-style-type: none"> Software or platform, system skills 			
<ul style="list-style-type: none"> Language skill: (Advance, Intermediate, Pre-Intermediate, Elementary): English Intermediate 		X	
Travelling Requirements <i>(Indicate the travel requirements of this job)</i>			
N.A.			
Additional Information <i>(Indicate other desired expectations of the role)</i>			
N.A.			
Disclaimer The Job Description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job. Duties may be subject to periodic review by the HR, immediate supervisor or nominated representative (in consultation with the job holder) to reflect the changing work composition of the business.			
Checked By Dept Head (Kiểm tra bởi Trưởng Bộ Phận)	Approved by Division Head (Duyệt bởi GD Bộ Phận)	verified by HR Manager (Xác nhận bởi TP. Nhân Sự)	Signed by employee (Chữ ký nhân viên)
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