

**JOB ANNOUNCEMENT**

**Description**

**Khmer Organic Cooperative (KoC)** is a social responsibility enterprise established in 2014 by working along the whole agriculture supply chains from the farm gate to the market place. KoC provides the best options for all consumers by bringing a real quality of local food and fresh produces. KoC implement Cooperate Social Responsibility (CSR) by working with farming cooperatives and agricultural associations for better income and health to farmers.

While expanding its activity in agricultural sectors, the company is recruiting dynamic individual for the positions base at Phnom Penh as below:

1. Sale Manager
2. Market Researcher
3. Shop Supervisor
4. Shop Assistant
5. **Job Qualifications:** 
   1. **Sale Manager**

**a. Main Responsibilities:**

* Develop sale strategy aligned with overall business strategies to reach the company’s objectives and sale target
* Develop sale targets, sale price, sale margin​ and analyses sale trend base on seasonal
* Maintain and keep good relationships with existing/new clients.
* Plan, organize and monitor sale activities and sales system to ensure proper and effective results
* Identify sale opportunities and intelligence to improve product quality and service
* Maintain effective internal communications to ensure that all relevant functions are kept informed, and updated to achieve sale target
* Support current and future business needs through the development, engagement, motivation, and preservation of human capital including staff capacity development plan
* Keep routine report of sale performance and challenges to top management

**b. Qualifications:**

* Bachelor's degree in sale and marketing, Agri business or higher level
* 3 years’ experience in sale management level
* Experience working with agriculture sector is an advantage
* Have strong sale analytical skill, well understanding of sale strategy and knowledge of business management
* Good interpersonal and communication skill
* Able to demonstrate problem solving with high quality independent
  1. **Marketing Researcher**
  2. **Main Responsibilities:**
* Understand business objectives and design market research mythologies and questionnaires
* Market analyses relate to demand, supply, consumers behavior and competitor’s strategy
* Perform qualitative and quantitative analyses to identify opportunities and threat
* Provide competitive analysis on various companies’ market offerings, identify market trends, pricing/business models, sales and methods of operation
* Advise management on new innovations in the area of market research
* Use online market research and catalogue findings to databases
* Working with relate
* Evaluate program methodology and key data to ensure that data on the releases are accurate and the angle of the release is correct
* Remain fully informed on market trends, other parties researches and implement best practices

**b. Qualifications:**

* Bachelor of business of marketing or relate fields
* 2 years experiences in market research, sale and marketing etc.
* Proven Market Research Analysis experience
* Ability to interpret large amounts of data and to multi-task
* Strong communication and presentation skills
* Search engines, web analytics and business research tools acumen
* Familiarity with CRM programs
* Adequate knowledge of data collection methods
* Strong analytical and critical thinking
  1. **Shop Supervisor**

1. **Main Responsibilities:**

* Daily monitor shop activities and make sure shop assistant is hosting customer professionally
* Control all products displace in shop
* Properly control inventory and make sure it’s available for sale
* Prepare PO/PR and check products before receiving
* Monitor to implement food safety & personal hygiene requirement at shop level
* Daily monitor shop assistant activities and coaching any miss conduct
* Control shop equipment with maximize utility

1. **Qualifications:**

* Bachelor degree in business administration
* 2 years’ experience with shop level, sale/customer service or relate field
* Experience working with agriculture shop is an advantage
* Knowledge of shop management, team work and coaching team
* High commitment, accountable, integrity, be flexible, responsibility for delivering outcomes, willingness to work as a team.
* Good interpersonal and communication skill
* Able to demonstrate problem solving with high quality independent
  1. **ជំនួយការហាង (Shop Assistant)**
  2. **ការទទួលខុសត្រូវ**
* បំរើសេវាអតិថិជនដោយភាពរួសរាយ រាក់ទាក់ និងអស់ពីចិត្ត
* រៀបចំផលិតផល (បន្លែ ផ្លែឈើ សាច់ និងផលិតផលផ្សេងៗ..)​ ទៅហាងតាមកន្លែងដែលបានកំណត់
* ត្រួតពិនិត្យ ឬបំពេញផលិតផលអោយបានត្រឹមត្រូវ​ជាមួយផ្លាកសញ្ញា និងតំលៃ
* សំអាតទីតាំងហាងលក់ផលិតផលអោយបានស្អាតល្អ ​
* រៀបចំផលិតផលអោយអតិថិជន គិតលុយ និងទូទាត់មកផ្នែកហិរញ្ញវត្ថុ
* ទទួលខុសត្រូវលើការបាត់បង់ប្រាក់ ឬប្រាក់ក្លែងក្លាយដែលអតិថិជនទូទាត់​
* អនុវត្តន៍ខ្ជប់ខ្ជួនតាមនីតិវិធីនៃការទូទាត់ប្រាក់
* ត្រូវចូលរួបសន្សំសំចៃ ទឹក ភ្លើង និងថែរក្សាទ្រព្យសម្បត្តិក្រុមហ៊ុន
* ទំនាក់ទំនងជាមួយអ្នកដឹក សម្រាប់ការយកទំនិញ
* ត្រូវគោរពម៉ោងការងារ ការស្លៀកពាក់​ និងសេចក្តីណែនាំរបស់ក្រុមហ៊ុន
* ត្រូវមានភាពស្មោះត្រង់ ចេះសហការណ៍គ្នា និងការងារជាក្រុម
* ត្រូវមានស្មារតីរៀនសូត្រ និងអភិវឌ្ឃន៍ចំនេះដឹង
* ទទួលខុសត្រូវចំពោះមុខច្បាប់ក្រុមហ៊ុន ករណីមិនគោរពតាមការរៀបរាប់ខាងលើ
* ត្រូវគោរពតាមការចាត់តាំងរបស់គណៈគ្រប់គ្រងក្រុមហ៊ុន
  1. **លក្ខខណ្ឌតំរូវ:**
* រៀនចប់ថ្នាក់ទី១២ ឬកំពុងបន្តការសិក្សានៅសាកលវិទ្យាល័យនានា
* មានបទពិសោធន៍ធ្វើការនៅហាង ឬផ្នែកលក់រិតតែប្រសើរ (តែមិនតម្រូវឡើយ)
* មានភាពរួសរាយ​ រាក់ទាក់ និងធ្វើការងារជាក្រុម
* មានភាពស្មោះត្រង់ និងចេះស្តាប់តាមការណែនាំរបស់ប្រធាន

1. **Deadline: 21 June, 2021, 5.30 pm**
2. **Contact Details:** Interest and qualify candidates, please send your CVand expect salary to contact information below.

KOC Address: #206, St.63 corner 322, BKK1, Phnom Penh, Cambodia

Tel: 087 776 688, 085 77 66 88

E-mail: [borath@](mailto:borath@)ecoagri.center or [hrm@khmer-organic.com](mailto:hrm@khmer-organic.com)