

## OFFICER – TENDER & SALES ADMIN

### A. Company Introduction:

B. Braun Vietnam, a subsidiary of B. Braun Melsungen AG Group - one of the world's leading manufacturers of medical devices and pharmaceutical products and services - now operates one of the largest medical complex in Vietnam and has become a prestigious trademark in Vietnam healthcare market. With more than 1,400 employees nationwide, we develop high quality “made in Vietnam” products, especially our infusion solutions, dialysis solutions and plastic medical instruments have widely been used and appreciated in international and domestic markets. Every service provided by B. Braun Vietnam incorporates the entirety of our knowledge and skills, the company's deep understanding of users' needs and extensive expertise.

Our mission is to PROTECT and IMPROVE the health of people around the world. Let's become a part of the B. Braun family and share your expertise.

[www.bbraun.com.vn](http://www.bbraun.com.vn)

### B. Job responsibilities:

The position holder will assist all members of company to fulfill their business activities in term of providing administration support.

- Performs Sales support for Sales division:
  1. Prepare letters send to customers
  2. Prepare quotation send to customers
  3. Prepare sales contract to be signed by BBVN & customerS
  4. All paper work for sales department
  5. Other special task assigned by the Direct Manager from time to time
  
- Performs Tender procedures for Sales division
  1. Getting tender information from distributors
  2. Send all the product list to Sales Team for highlight which items to attend the tender
  3. Coordinate with Sales team to have the offer price
  4. Run PQS and get approval from BOM.
  5. Confirm the price on the distributors tender web

6. Check the request sample from distributor and confirm then get approval from S&M Director
7. Prepare tender document
  - Tender application, Letter of commitment, Tender bank guarantee,
  - Legal document such as investment license, Business license, Tender experience documents such as contract signed with hospital, Capability of tenderer, financial status, certificate of sponsorship (if have).
  - Product information : product with specification, Certificate of product quality (FDA, ISO, EC, GMP...), catalogue, brochure, list of sample and sample, Quotation, Import license, Custom declaration sheet,
8. Send the sample to distributor for tender submission.
9. Prepare tender contract after having tender result
10. Update the result won/fail to tender database
11. Prepare price list and upload into SAP, ready for sales.

### **C. Job requirements:**

- Diploma or Bachelor's Degree
- Proven customer support experience or administrative background
- Familiar with CRM systems and practices is a plus
- Customer orientation and ability to adapt/ respond to different types of characters
- Good communication skill
- Good organizational skills, ability to prioritize, multi-task and good time management
- Must be detail oriented

### **D. Strive for more...**

Motivated and competent employees are our most important assets. We are committed to invest in our people, through continuous career development, on-the-job training and professional qualifications. The opportunities are endless at B. Braun as we are in a continuous growth phase. You can really drive your own career here and are trusted to do a fantastic job.

Whatever role you are in, you are in some way, shape or form contributing to protecting and improving the health of people around the world. We love to see that you genuinely make a difference.

### **E. How to apply**

Please send your updated CV to: [recruitment.vn@bbraun.com](mailto:recruitment.vn@bbraun.com)

**F. For more information, please visit:**

 [www.bbraun.com.vn](http://www.bbraun.com.vn)

 [www.facebook.com/bbraunvn](https://www.facebook.com/bbraunvn)

 [www.linkedin.com/in/bbraunvncareer/](https://www.linkedin.com/in/bbraunvncareer/)

Or contact our Hotline: +84 24 3357 1616 (Ext. 1129)

*“Candidates are always welcome at B.Braun Vietnam. We are an equal opportunity employer and commit to ensure fairness and transparency during selection process as well as in your development later on with us”.*