



Job description

Bodia Regional Sales Manager – Siem Reap Area

Established since 2006 Bodia has started its activities by opening sheltering cocoon Spas in Siem Reap and Phnom Penh offering an authentic vision of relaxation in a modernly designed Spa (www.bodia-spa.com). In order to guaranty the quality of its treatment, Bodia has created its own line of natural products made in Cambodia under the brand Bodia Cambodian Apothecary that promotes the traditional know-hows and uses local resources (www.bodia.com).

Nowadays, Bodia is a network of 7 Spas in Cambodia (4 locations in Phnom Penh & 3 locations in Siem Reap) dispensing quality treatments and offering therapist training to other spas, hotels and extending its services to franchise opening. Bodia products are made in our factory located in Phnom Penh and distributed in all official Bodia Spas and Stores, through a network of 50 local distributors and 1 online shop.

In order to support and develop its operations, Bodia is seeking for a BODIA REGIONAL SALES MANAGER.

Duration: Initial contract length is 2 years

Main contacts:

The Sales executive will depend of:

- Bodia Sales Manager
- Bodia General Manager

Scope of work:

The Bodia Sales Regional assistant is the main representative person of Bodia Spa and Products in external relationship. His/her rule is to promote the Spa and products towards potential customers funneling partners such as travel agencies, hotels, souvenir shops, retail store, shopping mall. He/she establishes strategic partnerships and monitor the image of the brand through details maintenance and online presence. He/ she is one of the key member of the sales team with whom he/she collaborates on daily basis.

Bodia Spa management and responsibilities:

1. Prospect for external potential partnership with Hotels, travel agents, Guest houses etc... The Spa sale& Marketing manager is in charge of editing the partnership contract and conditions and follow up on its signature, record and updates. Partnership shall mean all kind of agreements with partners: commercial agreements, advertising, flyers distribution etc... all related to the Bodia Spa image promotion.
The Spa sale& Marketing manager shall establish his/ her list of prospect all around the country in cooperation with Sales manager and as per the established development strategy. He / She shall report about visits and achievement with sales manager on weekly basis.



2. Consolidate the weekly Spa sales report and establish a weekly / monthly report to be shared with Sales Manager, Spa Operations Manager, General Manager, Share holders.

Based on existing reporting formats, the Spa sale& Marketing manager shall edit a series of relevant KPI and analysis to be shared with sales manager to steer the sales strategy in the desired direction.

3. Establish a monitoring of the BODIA SPA image KPIs

The Spa sale& Marketing manager shall monitor the comments about Bodia Spa online reputation. Negative / positive comments on Tripadvisor.com / Facebook / Twitter. But also our digital communication performance in cooperation with Communication & Marketing supervisor (Clicks and visits on website, visiting clients monitoring etc...)

4. Assist top management and sales team in the definition of yearly sales strategy definition.

As one of the main Bodia representative on the field, Spa sale& Marketing manager shall share her input information to benefit the Spa general development from long term vision.

5. Spa industry benchmark

Closely observes matters pertaining to competition (sites, prices, services offered on a regular basis – quarterly or more often if need to be).

6. Represent Bodia Spa at social and business events

The Spa sale & Marketing manager shall attend beneficial events for the Bodia brand (Spa and nature) in cooperation with Sales Manager to promote the brand in any occasion: Eurocham, CCFC, Ministry of Commerce or Tourism, District sellers community...

7. Monitor general image of Bodia Spa to keep it at its best level

Communicate and monitor with Spa Manager in order to report all maintenance details that needs improvement and follow up to maintain a good image at Bodia Spa.

8. Assist Communication & Marketing supervisor.

Cooperate closely with Communication & Marketing supervisor in implementing the advertising and communication strategy of Bodia Spa through the press, online supports, banners and displays.

Bodia Products management and responsibilities:

1) Sales operations

- Branding image control

Constantly control the branding on displays. Implement corrective actions and / or training to ensure a constant brand proper representation. Implement the modifications decided in cooperation with management.

- Ordering follow up

Follow up with partner's representative about recurrent ordering from clients. Implement planning and strategy to motivate re-ordering.

- Payment collection



Track invoices and payment within terms. Report to management and accounting team about updates and issues.

- Performance monitoring

Monitor sales breakdown, promotion performances, clients statistics (foot flow, origin, requests, complains...) and establish improving strategies. Provide monthly analysis on outcomes of statistics

- Clients management: Documents tracking (invoice, stock lists...), storage advices at client's premises. Negotiate and treat open issues with clients. Such as special promotion or discount, expired products return and / or replacement, loss and/or damage payments. Specific notice for consignment customer: establish contract for every new consignment customer, check stock on hand and close balance monthly.

2) Sales prospection

- Find constantly new customers in Siem Reap area; follow up with every potential customer reporting weekly and monthly to Sales Manager.
- Constantly update personal local network by making friendly calls and meeting with the existing pool of customers, attend events and meeting relevant industry people across the region.

Candidate profile:

The qualified candidate will have the following experience;

- Bachelor degree in sales & marketing.
- At least 3 years of experience in related field of work.
- Fluent in English.
- Experience of managing individuals and teams
- Good analytical mind.
- Good communication and reporting skills.
- Ability to Motivate Staff
- Own Initiative
- Drive
- Tenacity
- Creativity
- Resilience

Candidates shall address CV and cover letter to:

Email: hra.pp@bodia.com

Tel: 069 568896

Address: #26, corner Sothearos Blvd and Street 178, above U-Care Pharmacy, Phnom Penh.