



Bodia Regional Sales Manager

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

Nowadays, Bodia is a network of 4 Spas (3 in Siem Reap + 1 in Phnom Penh) dispensing quality treatments and proposing therapist training to other Spa or hotels and extending its service to franchise opening. Products are made in our own factory in Phnom Penh and sold in Spas, 9 dedicated boutiques, a network of 50 local customers, 1 online store.

In order to support and develop its operations, Bodia is seeking a Regional Sales manager in Phnom Penh.

Duration: Initial contract length is 1 year

Main contacts: The Regional Sales manager will report to Bodia Sales Manager

Scope of work:

In order to open new local markets to Bodia products and spa services, Bodia requires a full-time Regional Sales manager to fulfil the following vital roles;

- Identify new potential customers (including but not limited to travel agencies, hotels, boutiques, other spas, retail premises)
- Organize and perform prospection visits to potential customers until sales in the aim of increasing the popularity and visibility of Bodia Spa.

Operational responsibilities:

Regional Sales manager is in charge of Bodia commercial prospection by proposing Bodia Spa services and products including the sales of Spa Training to potential customers

- **Sales prospection**
 - o Establish a detailed list of potential customers to visit and follow up in Cambodia but also abroad and manage database including all potential business partners (Travel agencies, hotels, airlines companies...)
 - o Lead active prospection campaign (plan visits on phone and perform the commercial presentation).
 - o Create prospection tools with the help of Marketing department such as mini menu, factsheet, flyers...
 - o Networking
Constantly update personal local network by attending events and meeting relevant industry people of Chinese community across the country.
- Support Sales Department in visiting monthly Existing Travel agency and Hotels in Phnom Penh answering all issues and enquiries under Sales manager
- VIP and Business management: In charge of organizing Spa inspection with Travel Agencies and /or investors (with BDM support) on site when required.
- Develop sales managing new potential tour guides creating specific guidelines with commissions under sales manager.
- **Sales operations**
 - o Edit the customer's agreement under supervision of Sales Manager.
 - o Launch of Operation
 - Welcome valuable customers' representatives and clients at Spa.
 - Coordinate the new customer's staff training and "Bodia" education in cooperation with Marketing & Communication Supervisor or Spa Operation Manager.
 - Responsible for providing formal and informal guidance and recommendations to the sellers' teams regarding cultural awareness related to your markets and selling techniques
 - Increase the average sales per pax for customers training teams of sellers

- **Human Resources responsibilities:**

By closely managing its team, the Regional Sales Manager ensures that all tasks are securely handled to ensure the expected sales performance, staff security, satisfaction and compliance and above all, client information and satisfaction.

- Recruitment: Retail manager should be in charge to follow up the recruitment process with Bodia's admin department. Job description writing, recruitment process, interviews etc...
- Training sales team members (sales executive): Regional Sales manager is in charge of training the selling staff regarding Spa services and customers management.
- Admin & Bonus management: Keep administrative documentation up to date (job descriptions, flow chart, holidays or purchases request,...).

Incentive should be calculated every month by Regional Sales manager for each sales executive under his/ her watch. He/she should also bring advices about the incentives policy to adjust it as best as possible to the company & sales executive' common benefit and motivation.

Candidate profile:

The qualified candidate will have the following experience;

- Fluent in English: speaking and writing.
- Bachelor degree in sales & marketing.
- Excellent Microsoft Office Knowledge
- At least 3 years of experience in related field of work.
- Good communication and reporting skills.
- Ability to take initiative
- Driving best practice and culture of continuous service delivery improvement within the company
- Good teamwork, analytical and problem solving skills
- Creativity
- Organised and self-efficient

Application:

Please send CV and references to hra.pp@bodia.com