



Chinese Accounts Assistant

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 Nature (www.bodia.com) .

Nowadays, Bodia is a network of 7 Spas 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, 10 dedicated boutiques, a network of more than 50 local customers, 1 online store.

In order to support and develop its operations towards Chinese nationalities customers, Bodia is seeking for a “Chinese Accounts Assistant”.

Duration: Initial contract length is 2 years, renewable

Main contacts:

The “Chinese Accounts Assistant” will report to:

- Bodia Chinese Customer Manager
- Bodia Sales Manager

Scope of work:

In order to strengthen existing market and open new opportunities to Bodia products and spa services, Bodia requires a full time “Chinese Accounts Assistant” to specifically target the Chinese community visiting Cambodia or already established in Cambodia.

Operational responsibilities:

“Chinese Accounts Assistant” is in charge of Bodia commercial prospection towards Chinese community by proposing Bodia Nature products or Bodia Spa services. His/ Her first objective is to support Chinese Customer Manager to increase the visibility of Bodia (Spa & products) towards Chinese clientele.

- **Sales prospection**

Be the point of supporting Chinese Customer Manager between any business partner and the relevant department executive for Bodia

- Establish a detailed list of potential Chinese customers to visit and follow up in Cambodia but also abroad and manage database including all potential business partners (Chinese travel agencies, hotels, airlines companies...)
- Support to make report of Bodia SPA and Products for Chinese marketing.



- Support VIP and Business management: In charge of organizing Spa/ stores inspections with Chinese Travel Agencies and /or Chinese investors (with BDM support) on site when required.

Sales Operations

- Manage and maintain the main Chinese platforms and online selling channels including creating promotions and mini program.
- Support reservation team of Chinese clients from all channels.
- Cooperate with operation team about any Chinese marketing new policy and channels work.
- Responsible for providing formal and informal guidance and recommendations to the sales team and front desk regarding cultural awareness related to your markets and selling techniques

Candidate profile:

The qualified candidate will have the following experience;

- Chinese typing/reading/speaking
- Fluent in English: speaking and writing.
- Excellent Microsoft Office Knowledge
- At least 1 years of experience in related field of work.
- Good communication and reporting skills.
- Driving best practice and culture of continuous service delivery improvement within the company
- Good teamwork, analytical and problem-solving skills
- Tenacity, Creativity, Resilience, organized and self-efficient
- Salary: according to experience – basic starts from \$500

Application:

Please send CV and references to Human resources department: hra.pp@bodia.com