

**Job Title:** Entry Level Sales and Marketing Position

**Job Description:**

ANP USA Inc., is looking for entry level candidates interested in sales and marketing in high-tech industry. ANP USA Inc (Pleasanton, CA) is a US marketing office of a larger organization, Advanced Nano Products Co., Ltd. ([www.anapro.com](http://www.anapro.com)), headquartered in Korea. ANP USA Inc's principal role as a marketing office is to manage US-based customers. An ideal candidate would be a recent graduate and a local resident with following skill- sets and qualifications.

- (1) Sales (45%): Job responsibilities include, but not limited to,
  - a. Office reception for incoming phone calls and guests/clients.
  - b. Manage sales of products to companies/research centers/universities.
  - c. Coordinate regular face-to-face meeting with customers within United States as well as and not limited to Europe.
  - d. Quotation preparation as well as Purchase Order management
- (2) Research / Marketing (40%): Job responsibilities include, but not limited to,
  - a. Research current market trend as well as status of clients via News, Articles, Google Searches, etc. and report in a weekly basis.
  - b. Search for new potential customer and establish connection
  - c. Update Quarterly Marketing Plan and Customer Business plan
  - d. Regular conference meeting with customers and ANP Headquarters
- (3) Logistical coordination (10%): Job responsibilities include, but not limited to:
  - a. Plan, implement, and control the efficient, effective forward and reverse flow, services and related information between ANP and Client's facility in order to meet clients' requirement
  - b. Communicate with ANP HQ in Korea to efficiently manage logistics with Clients
- (4) Office/HR administrative (5%): Job responsibilities include, but not limited to,
  - a. Document filing, data entry, and office management
  - b. Document filing and data entry as needed for general administrative tasks.
  - c. Coordinate travel arrangements for personnel.
  - d. Assist in office accounting

**Requirements:**

- Education: AA or equivalent, Bachelor's Degree strongly desired, or currently a student, in accounting, business administration, or related field
- Work experience: entry-level
- Minimum Fluency in Korean Language
- Computer literacy, Microsoft Office Suite
- Attention to detail, Able to work under minimal supervision
- Multi-tasking skills in very fast-paced environment
- Work Authorization: OPT, EAD, Citizens, Permanent Residents acceptable

**Work Status:**

- Full-time, office setting, may require to travel 5% or less

**Compensation**

- Salary: Negotiable
- Insurance: Medical/Dental/Worker's Compensation
- H1-B visa sponsor considered

**To Apply**

- Please email resume and cover letter to [anp-usa@anapro.com](mailto:anp-usa@anapro.com)
- Contact info: Kevin Oh, 925-461-3212
- Rolling until position is filled