

# Junior Sales & Program Manager

## Sinjin Texas

**JOB TITLE:** Junior Program/Sales Manager

**DEPARTMENT:** Sales & Engineering

**SUPERVISOR:** Director of Sales

Sinjin Plastics Co., Ltd. develops, manufactures, and supplies automotive interior and exterior plastic parts in South Korea and internationally. Its exterior parts include side handles, cover-fog lamps, grill radiators, molding doors, hood tops, nozzle windshield washers, spacers/lamps, side mirrors, doors/fillers, garnish upper products, garnish license plates, handle liftgates, cap wheel alloys/wheel covers, spacer/extension covers, and others. The company's interior parts comprise I/P hang-on-parts, plastics injection parts, cap consoles, and vent-nozzles. Sinjin Plastics Co., Ltd. was founded in 1987 and is based in Incheon, South Korea.

### GENERAL JOB DESCRIPTION

The Junior Sales & Program Manager is responsible for coordinating with other departments to launch programs on-time and assist to conclusion of the program. Resolve issues including changes to product, quality issues using problem solving tools and to manage project cost while communicating financial impacts of program direction to all stake holders. Maintain positive and collaborative working relationships with customers through regular communication, provide exemplary client services to retain and grow existing clients while targeting business development opportunities. This role is based out of Michigan.

### MAJOR DUTIES AND RESPONSIBILITIES

Act as the business leader responsible for Programs/Projects from inception to the conclusion of the program.

Coordinate with other departments or members in the organization to achieve specified goals/key deliverables. (Engineering, Sales, Purchasing, Manufacturing, Finance, Quality and production)

Develop and maintain program timing plan with all key milestones.

Track all open issues, conduct review meetings internal and external with customers, mitigating risks or resolve issues where possible.

Communicate changes to all stake holders, collect and present cost for changes to the customer and internal teams.

Effectively builds relationships with both new and existing customers to manage accounts and develop new business and client base.

Prepares and delivers requested quotes, presentations, bid packages and information requests in a timely manner.

Take full responsibility in leading the organization to launch program.

Travel to meet face to face with customers

Develop new business with new customers

Utilize exceptional communication skills in a sales capacity as well as to effectively work through issues with clients, demonstrating listening skills, patience, and superb problem-solving abilities and follow through.

## **MINOR DUTIES AND RESPONSIBILITIES**

Must be able to understand and carry out written and verbal instructions.

Must be able to use multiple Computer systems (Microsoft office suite, Project, Internet based systems)

## **QUALIFICATIONS FOR THE JOB**

### *Education and Experience:*

Bachelor's Degree for Entry Level role; we would consider some key certifications with up to 3-5 years of automotive sales experience.

Excellent Strategic Planning, communication and interpersonal skills for both internal/external stakeholders

Need to be able to travel within USA, to Mexico, South America and Asia

Experience in a Sales capacity of building new business, managing accounts and customer relationships

Proven ability to forge and maintain good working relationships with customers, coworkers, and vendors

Marketing techniques and experience

Team player who takes initiative to support our customers, production team, and sales team

Must be bilingual in Korean.

### *Other:*

Automotive OEM, PM, Manufacturing, purchasing, Quality (APQP) or sales is beneficial.

Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.

Develops strategies to achieve organizational goals; understands organization's strengths & weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.

Speaks clearly and responds well to questions; demonstrates group presentation skills; participates in meetings.

Must be able to successfully pass a drug test and background check.

### **KEY COMPETENCIES**

Strong leadership skills

Interpersonal

Communication

Time management

### **REQUIREMENTS**

Must be able to sit and use a computer for up to 3-5 hours a day.

Must be able to lift up to 35lbs.

Stand for several consecutive hours with frequent bending, twisting, reaching, stooping; walk; sit; use hands to grip.

Must be able to tolerate an air condition industrial warehouse environment

This position is based out of Michigan.