



**We love what we do. We give 100% every day – even more than that, in a sense. We're always perfectly prepared. We're different. Faster than most. Always one turn of the screw more precise. We are, after all: Porsche. We are committed to the crest. An attitude that runs through everything we do.**

We are hiring you as:

## After Sales Executive

**Location:** Porsche Centre Hanoi

### Your responsibilities:

- Organize and support all After Sales marketing activities (e.g.: planning and conduction of campaigns)
- Customer Relationship Management (CRM) activities (e.g.: customer follow-up/ write & send customer letters/ complaint management, customer and vehicle database administration)
- Reporting (e.g.: CRM/ SSS/ customer loyalty/ training/ technician clocking/ productivity/ etc.)
- After Sales training administration (e.g. planning/ preparation/ reporting)
- Other administrative tasks (e.g.: general/ Technician clocking time control etc.)
- Service Reception support (support Service Advisors)
- Translation of documents
- After Sales project support
- Ensuring tidiness and cleanliness of working area at all times

- Ensuring adherence of dealership processes and policies
- Participating in training courses
- Supporting other operational areas and departments if required.
- Other ad hoc assignments and projects

### Your qualifications:

- University degree holder
- Precise, analytic and well structured work approach
- Basic knowledge about passenger vehicle systems would be beneficial
- Favorably, working experience in the automotive sector
- Good communication skills
- Fluent in English (written and spoken)
- Confident in using Microsoft Office applications

### We are offering you:

- Comprehensive training and attractive career development opportunities
- Work with a highly professional team of Porsche enthusiast
- Work environment and processes based on highest international standards
- Attractive salary and extensive employee benefits

### Are you ready to join our team?

Kindly contact us via

[HR@porsche-vietnam.com](mailto:HR@porsche-vietnam.com) or call

(+84.28) 54141911



**PORSCHE**