

JOB POSTING TEMPLATE

Date:	<u>03/2022</u>	Function:	<u>Business Development</u>
Job title:	<u>Manager, Sól La Vie Playmaker (Ho Chi Minh City)</u>	Manager title:	<u>Associate Director, De La Sól Sales Training, Sales Development & Engagement</u>

Job purpose

- Be accountable for training sales teams of De La Sól, Business Development channel, including social knowledge and life skills, covering art, culture, fashion, lifestyles, etc.
- Ensure applying the most comprehensive, inspiring and modern training techniques, to strengthen the confidence of De La Sól Sales force to creatively, flexibly and engagingly tailor conversations with clients.
- Deliver mentoring and/or coaching to support De La Sól Sales force in uncovering their career motivation and life aspiration.

Major accountabilities

- Develop training contents and deliver trainings for De La Sól Sales force, both new-to-Sunlife and existing full-time employees, including both social knowledge and life skills, covering art, culture, fashion, lifestyles, etc.
- Propose and execute interventions to help De La Sól sales force being more confident, well-rounded, and building a career with values.
- Embed OneSunlife core values into training contents for De La Sól sales force.
- Build the group of Most Respected Advisor (MRA) & Brighter Academy and deploy into De La Sól
- Collaborate with relevant stakeholders to get De La Sól sales force being invincible and adding values within Sun Life.
- Build periodic assessments/activities and get sales attested the capabilities and wellness.
- Research the best learning practices and up-to-date capabilities from not only local also global market.
- Monitor the progress of developing sales' life skills, capabilities and provide mentoring and/or coaching conversations.
- Report the progress and outcomes of all coaching/training activities and conversation minutes and actions plans to De La Sól management team.
- Participate in and/or provide training data and insights to support people development and engagement projects.
- Align and be role model in implementing the business focus and direction of Sun Life.
- Take personal ownership of work and collaborate to deliver results.

Specialized knowledge

- Possess in-depth knowledge of social knowledge and life skills, covering art, culture, fashion, lifestyles, etc.
- Be quick learner and have got an ability to multi-tasks
- Be discipline, strong follow up, attentive to detail
- Have good interpersonal and organizational skills
- Be able to communicate effectively with different levels in organization

Problem solving

Problem-solving abilities are connected to a number of other skills, including:

- Innovative and creative thinking
- Resilient mindset
- Adaptability and flexibility
- Level-headedness
- Initiative

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Education and experience

- University graduate
- 6 years of working experience, preferred insurance, banking, financial services industry.
- Experience in coaching & training and/or the implementation of learning & development projects.
- Ability to manage the coaching & training plan and execution.
- Demonstrable ability to deliver work assignments/projects on time and to agreed requirements.

Communication scope

- Regular interaction with team members and internal stakeholders to deliver all activities effectively.
- Good interpersonal and organizational skills
- Discipline, strong follow up, attentive to detail
- Quick learner and have got an ability to multi – tasks
- Good written and verbal English communications skills
- Proactive and accountable