



## PR/094080 | Sales Executive Assistant

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1505125

**Industry**

Civil Engineering and Construction

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

November 19th, 2024 11:32

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### COMPANY OVERVIEW

Foreign companies have provided rental services for industrial and construction equipment in Vietnam for more than 10 years.

Position: Sales Executive Assistant

Working location: Bien Hoa, Dong Nai

#### JOB RESPONSIBILITIES

- Visit customers every day. Mostly at construction site
- Make plan to search for clients, and visit them to increase new and potential clients
- Make client lists, inquiries, information, Factory information and report to supervisor/manager.
- Search, survey and approach new and potential Factory, reported to supervisor/manager.
- Keep and maintain good relationships with customers.
- Do all related jobs including but not limited to making quotations, contracts, etc.
- To achieve the set target.
- Other tasks as being assigned.

#### JOB REQUIREMENTS

- Having 2 - 5years sales experience

- Experience in renting/selling factory equipment will be given priority
- Communicate in English.
- Having B2 driving license

**BENEFITS**

- Company provides car to visit customers.
- All benefits following Labor Law and company regulation. Provided with social insurance, health insurance, and unemployed insurance.
- 24/7 accident insurance package.
- Quarterly bonus after reviewing sales target.
  
- Salary increases once a year, 13th month salary and profit sharing bonus.
- Company trip every year.

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN

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Company Description