



PR/094133 | Sales Support

## Job Information

### Recruiter

JAC Recruitment Vietnam Co., Ltd

### Job ID

1505165

### Industry

Other (Trade)

### Job Type

Permanent Full-time

### Location

Vietnam

### Salary

Negotiable, based on experience

### Refreshed

November 19th, 2024 11:33

## 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

### SALES SUPPORT - JAPANESE SPEAKING

#### 1. MAIN SCOPE OF WORK

- Support sales team with documents on quotations, import-export documents (domestic)
- Support data entry
- Support contact, customer care
- Support translation of related documents
- Report and take on additional small tasks assigned.

#### 1. REQUIREMENTS

- Japanese: N3 level, English: intermediate level
- Have more than 2 years of experience as Sales Support role
- Diligent, willing to learn, and can withstand work pressure.

#### 1. Salary: 600USD (Gross)

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Company Description