



PR/094147 | [Temporary Position] Assistant / Senior Assistant for large Japanese company

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1505177

Industry

Other (Manufacturing)

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

ASSISTANT / SENIOR ASSISTANT

(Temporary 8 months but can be considered transfer to other departments, depends on candidate's ability and company HR's structure)

LOCATION

Hanoi

COMPANY OVERVIEW

Our client is a Japanese Trading company backed up by a large corporation in Japan

JOB RESPONSIBILITIES

- Handle assistant works to support sales (documentary works, connecting with suppliers/ customers for cargo receive/ deliver, connecting with vendors for services...)
- Handle related business application, business trip applications/settlement for department's sales members.
- Handle arrangement for suppliers/customers/ counterparts visit.

- Input SAP and accounting works in communication with external/ internal departments.

JOB REQUIREMENTS

- Having good communication skills;
- Bachelor's degree from a full-time university;
 - English-language proficiency is required.
 - Proficient computer skills (MS Office as minimum, other software to serve the work) is required.
- Having good knowledge about business and trading transaction (domestic sales, import/export)
- Having Ethic, Enthusiasm and Strong commitment.
- Having Accounting background and experience is preferred
- Having 1 – 2 year experience on Sales Assistant;
- Fluent in communication; independent work, team coordination, time management; honesty, frankness, sense of responsibility;

BENEFITS

- Competitive salary and benefits package (details available upon request)
- Opportunity to work for a leading global trading company
- Dynamic and international work environment
- Career development opportunities

Due to the high volume of applicants, we regret to inform you that only shortlisted candidates will be notified. Thank you for your understanding.

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Company Description