



## PR/094090 | SALES ASSISTANT

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1511039

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

December 17th, 2024 11:41

### 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**

The Japanese Trading company.

**JOB RESPONSIBILITIES**

- Coordinate and support business activities, Food, Wood Pellets, and etc. both for domestic and overseas markets. However, the main responsibility is for domestic business daily tasks, (receiving orders from customers, sending orders to the supplier, issuing VAT invoices, following payments from customers, and etc.)
- Study and collect information, market news to make report for related members of SC group.
- Make internal reports to the accounting and General Manager by inputting them into the SAP system from time to time.
- Receiving and dispatching samples to customers (Seafood samples, Oil samples & others if any).
- Secretarial work for GM
- Coordinating logistics/hotels for visitors.
- Supporting business trip of department members.

**JOB REQUIREMENTS**

- University graduate (preferably from Business-related or English faculties).
- Good at both Vietnamese & English communication skills (equivalent to TOEIC score round 800).
- Proficient in MS Office applications (Word, Excel, PowerPoint, Outlook).

- Familiar with SAP is an advantage.
- Minimum 2 years experience by using English.
- Good sense of servicing, supporting, organizing, and coordinating at work.
- Hard-working and trustworthy.
- Honest and a strong mind to follow rules, instructions, regulations, etc.

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Company Description