



PR/094133 | Sales Support

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1513489

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

January 7th, 2025 08:00

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