



PR/094289 | Sales Administrator / Account Executive - Cutting Tool (English speaking)

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1513534

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

January 7th, 2025 07:00

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

Company and Job Overview

Our client is a leading global manufacturer of cutting tools, renowned for our innovative solutions and high-quality products. Its commitment to excellence and customer satisfaction has established our client as a trusted partner in the industry.

Job Responsibilities

- Communicate with end-users and business partners on behalf of and together with the Account Manager. This includes weekly communication with the purchasing department from the client's side.
- Process and follow sales orders to fulfill account demands until delivery is completed.
- Check the appearance, quantity, and labeling of goods before delivery.
- Understand company documentation rules and advanced business procedures between internal and external customers.

- Arrange domestic and international transportation under the direction of the Account Manager.
- Create quotations, contracts, and other related documents for project sales.
- Support the Account Manager with important company operations, including accounting, documentation, and customs clearance.

Job Requirements

- Preferred 2-3 years of experience dealing with similar products or industries.
- Fluent in English (listening, speaking, reading, and writing).
- Proficient in Word, Excel, and Outlook, with strong processing and filing skills.
- Excellent organizational and multitasking abilities.
- Ability to work under strict deadlines.
- Personality traits: harmonious, careful, and honest.

#LI-JACVN

Company Description