



PR/094410 | [JPese] SALES SUPPORT for reputable architecture company

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1513597

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

February 4th, 2025 04:00

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

A company specializing in premium Japanese-style interior design and furniture

Job Responsibilities

- Process and manage customer orders, ensuring accuracy and on-time delivery.
- Respond to client inquiries and provide timely updates on product availability, delivery schedules, and after-sales services.
- Assist in preparing proposals, quotations, contracts, and other sales-related documents.
- Collaborate closely with the sales, production, and logistics teams to meet customer requirements and project deadlines.

Job Requirements

- Bachelor's degree in Business, Sales, Marketing, or a related field.
- 1-3 years of experience in sales support, customer service, or an administrative role
- Good at Japanese (JLPT N2)
- Strong organizational skills and attention to detail to manage multiple tasks efficiently

- Excellent communication and interpersonal skills to work effectively with customers and internal teams
- Advantageous: Living in Vinhomes Ocean Park

Benefit

- Salary up to 32M
- 13th month salary

#LI-JACAVN

Company Description