



## PR/094448 | [12-month contract] Service Support Executive

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1514584

**Industry**

Civil Engineering and Construction

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

April 1st, 2025 09:01

### 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**

This position supports the Market Development & Sales team in Data management and order processing.

**Job Responsibilities**

- Provide professional customer service to Clients in an excellent, responsive, and efficient manner
- Provide general Clerical & Administration support, including accurate data updates, and data entries for all SEA countries
- Retrieve data from the system on a regular basis for analysis
- Create sales report
- Process all order requests for SEA markers
- Ad-hoc assigned my manager

**Job Requirements**

- Candidate must be able to communicate fluently in English
- Minimum 02 years of experience in Customer Service position
- Must have completed high school or University graduates
- SAP knowledge is valuable but not mandatory

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Company Description