



## PR/094547 | [Health Supplement] Sales Executive

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1521708

**Industry**

Chemical, Raw Materials

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

March 25th, 2025 01:00

### 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**

We are supporting our client, a well-known brand providing vitamins and health supplements

**Job Responsibilities**

- PART 1 - SALES ACTIVITES
  - Source and develop customer referrals
  - Prepare sales action plans and strategies
  - Develop and maintain sales and promotional materials
  - Develop and make presentations of company products and services to current and potential customers
  - Develop sales proposals and negotiate with customers
  - Prepare and present sales contracts
  - Conduct technical training and trials together with the R&D department
  - Maintain sales activity records and preparation of customer visit reports timely
  - Respond to sales inquiries and concerns by phone, electronically, or in person
  - Ensure customer satisfaction and good customer relationships by ensuring the timely satisfaction of customer's needs and complaints in a professional fashion
  - Carry out market research and surveys, monitor competitors, market conditions, and product development
  - Monitoring of orders from customers and issuance of purchase order

- Monitoring of cargo ready date and arranging/monitoring cargo dispatch schedule together with the shipping team
- Handle document requests, sample requests, complaints from customers, and input into the cloud system
- Ability to speak English fluently
- PART 2 – SALES REPORTS
  - Preparation of various reports as but not limited to sales budget, monthly sales estimation, and new businesses
- PART 3 – TRAINING
  - Attend training provided and arranged by the company.
  - Expected to be self-motivated to learn while not doing Part 1 and Part 2 above

**Job Requirements**

- 3-5 years of experience in Sales with the Food additives background
- English communication is a must
- Proven track of sales record

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Company Description