



JAC Recruitment

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Vietnam



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

April 22nd, 2025 00:00

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 ACTIVITIES

- 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

Company Description