

**PR/094289 | Sales Administrator / Account Executive - Cutting Tool (English speaking)****募集職種****人材紹介会社**

JAC Recruitment Vietnam Co., Ltd

求人ID

1513534

業種

その他（メーカー）

雇用形態

正社員

勤務地

ベトナム

給与

経験考慮の上、応相談

更新日

2025年01月07日 07:00

応募必要条件**職務経験**

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項**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

会社説明