



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

### 募集職種

#### 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

#### 求人ID

1514584

#### 業種

土木

#### 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 10:37

### 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

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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会社説明