



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04月01日 09:01

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

会社説明