



PR/094791 | Documentation Staff-Chemical Dept.

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1536465

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

April 30th, 2025 15:56

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 OVERVIEW

The Japanese Trading company

JOB RESPONSIBILITIES

- Daily exchange/communicate with local customers/partners and company's overseas office to perform delivery job and documentation of Chemicals.
- Input data for Chemical Department by using SAP system.
- Checking & ensuring accuracy figures of all transactions incurred in month

- Support Sale activities, both Indent and Principal business.

JOB REQUIREMENTS

- About 3 years experience in Documentation
- Educational Background: University
- Bachelor Degree of International Economics
- Having a degree of Chemical engineering is an advantage
- Strong in communication, understanding International trade
- Language: English
- Careful, detailed, calm, high responsibility sense

#LI-JACVN

Company Description