



PR/094660 | Sales Coordinator (HCM)

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1541408

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

June 3rd, 2025 11:01

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

Our client is an Engineering and Manufacturing company.

Job Responsibilities

- Confirming S/O from Customers & issuing P/O to Vendors and following P/O & controlling lead time to ensure the requested delivery schedule from customers.
- Inputting & handling data in Accpac System and making reports (sales report, SO/PO Outstanding).
- Inventory control.
- Forwarders' Debit Note Confirmation.
- Translate, and report to the Chief of rep as required by the job.

Job Requirements

- Bachelor's degree.
- Japanese Language Proficiency Test (JLPT) N2; daily conversation level in English.
- Has 1 year experience in Transtator, making quotations, and contracts.
- Strong communication skills.

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Company Description