



JAC Recruitment

We are recruitment specialists around the globe

Vietnam



PR/094769 | Sales Executive

## Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1541473

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

June 3rd, 2025 10:01

## 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 Overview:**

Our client is newly establish Japanese trading company

**Job Responsibilities:****• Sales Activities:**

- Identify and develop new business opportunities.
- Build and maintain relationships with clients, both domestic and international.
- Prepare and deliver sales presentations and proposals.
- Negotiate contracts and close deals to meet sales targets.

**• Sales Support:**

- Assist in preparing quotations, invoices, and other sales-related documents.
- Coordinate with internal teams to ensure timely delivery of products and services.
- Respond to customer inquiries and resolve issues promptly.

- **Import-Export Operations:**
  - Manage shipping documentation, including contracts, invoices, and packing lists.
  - Liaise with freight forwarders and customs authorities for smooth clearance.
  - Monitor shipment schedules and update clients on delivery timelines.
- **Logistics Coordination:**
  - Optimize transportation routes and methods to reduce costs.
  - Collaborate with warehouse teams to ensure efficient inventory management.
  - Track shipments and address any logistical challenges.
- **Administrative Tasks:**
  - Maintain accurate records of sales and logistics activities.
  - Prepare reports for management on sales performance and operational efficiency.
  - Support other administrative duties as assigned.

**Job Requirements:**

- Bachelor's degree in Business, Logistics, or a related field.
- Proficiency in English and Japanese (business level).
- Strong communication and negotiation skills.
- Experience in sales, import-export, or logistics (preferred).
- Advanced knowledge of Microsoft Office tools, especially Excel.
- Ability to work under pressure and meet deadlines.
- Detail-oriented with excellent organizational skills.

Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN

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**Company Description**