



JAC Recruitment

We are recruitment specialists around the globe

Vietnam



PR/094769 | Sales Executive

## Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1549449

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

July 8th, 2025 17:14

## 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

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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**Company Description**