



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

September 2nd, 2025 16:00

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