



PR/095196 | Project Sales Coordinator

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1559760

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

September 30th, 2025 10:19

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Our valued client, a Japanese company, is seeking a highly dedicated and potential candidate.

Job Description

- Provide quotations and prepare bidding documents, including gathering technical documents and submitting tender proposals
- Draft contracts and related documents while ensuring compliance with project requirements
- Enter sales orders into the system and monitor order progress to ensure accuracy
- Coordinate with purchasing, accounting, engineering, logistics, and import-export teams to secure on-time delivery to project sites
- Handle project-related issues, manage customer feedback, and resolve basic complaints effectively
- Track customer payments and outstanding debts to support financial accuracy

- Consolidate and analyze sales data, preparing regular reports for the department manager

Job requirements

- College or university degree, preferably in Business Administration, Economics, Commerce, or a related field
- At least 2 to 3 years of experience, ideally in the water treatment industry
- Proficiency in English across listening, speaking, reading, and writing
- Familiarity with NetSuite management software is preferred
- Strong office computer skills and attention to detail
- Polite communication, professional appearance, high sense of responsibility, and strong teamwork orientation

#LI-JACVN

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Company Description