



JAC Recruitment

ベトナムの求人なら
JAC Recruitment Vietnam

PR/095218 | Sales Assistant

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1560898

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

December 2nd, 2025 14:00

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 client - a company in the textile manufacturing industry is hiring for a Sales Assistant position.

Job Description:

- Manage fabric production schedules for Uniqlo orders from receipt to shipment.
- Coordinate delivery timelines and quality control with fabric factories in Vietnam.
- Liaise with garment factories in Vietnam and Indonesia to adjust production timelines.
- Prepare and manage fabric testing data and input production information into internal systems.
- Communicate with the Japan headquarters via email in English.
- Create delivery schedules and monthly sales forecasts.
- Support material development, inventory management, logistics, and related documentation in English and

Vietnamese.

Job requirements:

- Over 2 years of relevant work experience (e.g., production control, trading, textile industry).
- Candidates with experience working for garment industry or in a trading company are preferred.
- Strong organizational skills and the ability to manage multiple deadlines.
- Japanese (daily conversation level; JLPT N3+ preferred, N2 or higher is a plus)

#LI-JACVN

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Company Description