



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**

October 7th, 2025 11:34

#### 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**