



## PR/095242 | Sales Assistant

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1562386

**Industry**

Chemical, Raw Materials

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

February 10th, 2026 03:00

### 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 Japanese valued client is seeking a Sales Assistant to support business growth in Vietnam.

**Job Description**

- Support contract and invoice preparation, delivery schedule management, and coordination with factories in Vietnam and overseas.
- Manage production for clients.
- Prepare reports, sales forecasts.
- Coordinate with Japanese customers through Japanese- Vietnamese interpretation and translation when necessary
- Communicate regularly with regional offices regarding orders, schedules, and other.

#### Job requirements

- Strong communication skills in Vietnamese and conversational Japanese ability (JLPT N2)
- Good organizational skills and attention to detail when handling documents, schedules, and reports.
- Ability to work effectively in a multicultural environment.
- Willingness to travel domestically and internationally for business purposes.
- Positive, proactive attitude and ability to work independently

#LI-JACVN

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#### Company Description