

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

December 2nd, 2025 13:00

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

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description