



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