



PR/085588 | Sales Engineer

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1575492

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

February 3rd, 2026 11:53

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

The company specializes in providing metal stamping machines.

JOB RESPONSIBILITIES

- Responds to customer inquiries (inside) in areas not covered by distributors.
- Receives, qualifies and distributes customer inquiries received through direct sources.
- Responsible for the implementation and maintenance of all aspects of the Sales related functions of the business information system.
- Creates, implements and maintains technical information on product line and applications using materials supplied by other functional areas.
- Prepares quotes using information provided by the Product Dept and Engineering Dept.

- Establishes and maintains price lists, customer data base, and installed machine data base by working closely with Product/Segment Managers and Marketing Planning Manager.
- Develops and maintains a computerized reporting system of Sales calls, orders, distributor activity, lost orders, etc.
- Supports the Manager in preparing routine and complex customer orders, routing or responding to sensitive correspondence, and following up on internal sales matters.
- Initiates appropriate follow-up action for customers and distributors at the request of Sales and Product/Segment Managers.
- Develops and maintains procedure for initiating customer orders into the operations cycle. Produce clear, timely, and thorough Order Package for each customer order.
- Perform other duties as assigned.

JOB REQUIREMENTS

- Minimum 3 - 5 years of progressive experience in Sales or Marketing support positions, preferable in metal stamping products.
- General knowledge of integrated business information systems.
- In-depth knowledge of PC software including databases, spreadsheets, graphics, and word processing.
- Working knowledge of Sales quotation and proposal process.
- Working knowledge of supporting customers and sales associates by interfacing with at least two of the following: Manufacturing, Applications Engineering, Product Management, Customer Service, and Marketing communications.
- Bachelor or MBA , with Electric or Mechanical preferred.
- Must be English literate and with additional knowledge of Japanese Language (JPLT2) is preferred

BENEFITS

- Periodic health examination
- Social insurance
- 13th month bonus and some other occasions on public holidays

#LI-JACVN
#cityHanoi

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Company Description