



PR/095572 | [IT] Sales Assistant

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1575519

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

May 26th, 2026 19:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Location

Hanoi city, Vietnam

Company and Job Overview

Japanese IT outsourcing company

Job Responsibilities

- Maintain and update customer databases, ensuring accurate and up-to-date records.
- Initiate outreach to potential clients via phone or email to support business development efforts.
- Coordinate meeting schedules and manage calendars for the sales team.
- Respond to inquiries through phone and email, guiding customers appropriately.
- Assist in preparing sales materials, internal reports, and presentation documents.
- Help track and monitor performance indicators for inside sales activities.
- Provide general administrative support to the sales department.
- Join internal/external discussions to record meeting minutes promptly and accurately.

Job Requirements

Mandatory

- University graduate or higher.
- Solid computer skills (Word, Excel, Google Sheets, email communication).
- Comfortable handling phone-based communication.
- Able to input and manage data on CRM or internal systems without difficulty.
- Strong attention to detail and accuracy in administrative tasks.
- Japanese proficiency at business level (equivalent to JLPT N1).

Preferred

- Background in inside sales, sales coordination, or customer success.
- Experience handling outbound/inbound phone activities.
- Exposure to healthcare or IT-related industries.
- Strong logical thinking and interpersonal communication abilities.
- English language skills are an advantage.

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Company Description