



## PR/095672 | Purchasing & Sales Executive

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1582532

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

May 26th, 2026 03:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**Company Overview**

A Japanese trading and manufacturing company is seeking Product Inspection and Purchasing/Sales professionals to support its expanding operations in Vietnam.

- Work Location: Hanoi office (main), business trips to Ho Chi Minh City
- Position Titles:

Purchasing & Sales Executive

- Hiring Type: Full-time
- Vacancies: 01 for each role
- Start Date: From April 2026 onward

**Key Responsibilities****Product Inspection**

- Conduct inspection of products prior to shipment
- Ensure all items meet internal and customer quality standards

**Purchasing & Sales**

- Identify and develop new partner factories
- Negotiate with local clients and suppliers
- Manage quotations, supplier coordination, and customer communication

**Mandatory Requirements**

- Experience in quality control or product inspection at a Japanese company
- Japanese proficiency: JLPT N2 or above
- English proficiency: TOEIC 600+ or IELTS 6.0+
- Experience in sales or purchasing, including:

Sourcing new factories

Negotiation with clients

Quotation handling

**Preferred Qualifications**

- Ability to read and understand technical drawings
- Knowledge of import/export processes and documentation

**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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