



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

April 28th, 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

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Company Description