



PR/095858 | Sales Staff (Assistant)

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1599155

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 11:02

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 and Job Overview

JAC's client, a Japanese business consulting firm is seeking for a Vietnamese Sales Staff (Assistant) position.

Location: Ho Chi Minh City

Job Responsibilities

- Bridge between projects coming from Japan
- Selection and listing of procurement sources
- Attending during business trips
- Interpretation and translation work during meetings with procurement sources
- Support work for new market entry projects

Job Requirements

- Japanese level N2 or above
- Basic Microsoft skills (PPT, Word, etc.)
- Available to go on business trips to Hanoi about once every six months

Preferred:

- Has lived in Japan through technical internship programs, etc.
- Has understanding of the manufacturing industry (monozukuri)
- Has some understanding of Japanese business customs
- Can perform meticulous and detail-oriented work properly
- Calm personality type

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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Company Description