



PR/095919 | Sales Representative (JLPT N2 or above)

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1599187

Industry

Electric Power, Gas, Water

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

August 23rd, 2026 14:00

General Requirements

Minimum Experience Level

Over 1 year

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

We are seeking a highly skilled Sales Representative (JLPT N2 or above) position. Serve customers by promoting and selling products while maintaining strong customer relationships and meeting customer needs.

Industry: International trading company specializing in electronic-related parts and manufacturing support solutions.

Working Location: Ho Chi Minh city

JOB RESPONSIBILITIES

- Develop, maintain, and strengthen relationships with existing customers to ensure long-term business growth.
- Identify new business opportunities, acquire new customers, and expand market coverage.
- Plan, organize, and supervise daily sales activities, including client visits and follow-ups.

- Support customers and suppliers in manufacturing-related processes to ensure smooth project execution.
- Source, evaluate, and develop new suppliers in alignment with business needs.
- Prepare and calculate quotations for customers.
- Coordinate with the Customer Service team to ensure efficient order processing and on-time delivery.
- Handle customer complaints by analyzing root causes, proposing corrective actions, and reporting to management.
- Collaborate with internal departments and external partners to support new projects and business initiatives.
- Monitor sales performance, provide guidance to team members (if applicable), and report regularly to management.
- Perform other duties as assigned by management.

JOB REQUIREMENTS

Education and language Skills

- Bachelor's degree in Business Administration, Marketing, or a related field.
- Fluent in English
- Japanese proficiency equivalent to JLPT N2 or above

Skills

- Microsoft Office skills (Word, Excel, PowerPoint, Outlook)
- Sales negotiation and communication skills
- Client relationship management
- Self-motivated with a strong sales mindset

Experience

- At least 1 year of experience in:
 - Trading companies
 - Manufacturing sales
 - Import/export business
- Experience in electronics-related industries is an advantage.
- Is fascinated by manufacturing and factory environments.
- Has a strong interest in creating new products and developing new business opportunities.
- Enjoys visiting factories and working closely with partners.
- Is eager to learn how products are manufactured.
- Possesses strong negotiation and communication skills.
- Is self-confident and customer-oriented.
- Has passion and motivation for sales activities.

BENEFITS

- Working time: From 8:30am to 5:00pm, Mon ~ Fri
- Bonus: 2 times/ year. 3 months bonus on average

- Phone allowance
- 15 days sick paid leave/ year
- 12 days annual leave/ year
- Insurance from 1st working month with full salary
- UIC insurance package
- Annual party and company trip
- Annual health checkup
- Attendance allowance
- Childbirth Allowance/ Funeral Allowance/ Wedding Allowance
- Other following to labor law

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Company Description