



PR/096015 | Sales Assistant (Japanese)

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1600328

Industry

Industrial Facilities

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

August 25th, 2026 13:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

JAC's client is looking for a Sales Assistant

Job Responsibilities

- Assist the Japanese Sales Director; accompany the Director to visit clients and partners, and participate in company business events
- Provide interpretation during meetings with partners; translate documents, meeting contents, and daily work communication
- Willing to travel domestically on a monthly basis

Requirements:

- College or University graduate
- Japanese proficiency: JLPT N1/ N2
- Experience is an advantage
- Proficient in Word, Excel, and report preparation
- Strong communication skills and the ability to understand Japanese working style are preferred over experience
- Flexible, disciplined, and emotionally stable
- Knowledge related to business/sales is an advantage
- Good health to support frequent business trips
- Strong interpersonal skills
- Available to start work immediately (Prefer)

#LI-JACVN

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Company Description