



## PR/094705 | Sales Admin (Machinery)

### 募集職種

#### 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

#### 求人ID

1536414

#### 業種

その他（商社）

#### 雇用形態

正社員

#### 勤務地

ベトナム

#### 給与

経験考慮の上、応相談

#### 更新日

2025年04月30日 15:56

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ビジネス会話レベル

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

### 募集要項

#### Location: Hanoi

Our client is a leading provider of industrial machinery for factories, delivering cutting-edge solutions to enhance productivity and efficiency. As we expand our operations in Vietnam, we are seeking a skilled and motivated **Sales Admin** to join our team in Hanoi.

#### Key Responsibilities:

- Provide administrative support to the sales team, including preparing quotes, processing orders, and maintaining accurate records.
- Coordinate communication between customers, suppliers, and internal teams to ensure smooth transactions.
- Manage and update the customer database, track sales metrics, and generate reports.
- Assist in organizing sales events, meetings, and client visits.
- Handle inquiries from clients, offering prompt and professional assistance.
- Monitor inventory levels and collaborate with the logistics team for timely delivery of machinery.

**Requirements:**

- Bachelor's degree in Business Administration, Sales, or a related field.
- Proven experience in sales support or administrative roles, preferably in the machinery or industrial sector.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work both independently and as part of a team.

---

会社説明