



PR/094660 | Sales Coordinator (HCM)

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1549377

業種

その他（メーカー）

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08月05日 17:00

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

Company and job overview

Our client is an Engineering and Manufacturing company.

Job Responsibilities

- Confirming S/O from Customers & issuing P/O to Vendors and following P/O & controlling lead time to ensure the requested delivery schedule from customers.
- Inputting & handling data in Accpac System and making reports (sales report, SO/PO Outstanding).
- Inventory control.
- Forwarders' Debit Note Confirmation.
- Translate, and report to the Chief of rep as required by the job.

Job Requirements

- Bachelor's degree.
- Japanese Language Proficiency Test (JLPT) N2; daily conversation level in English.
- Has 1 year experience in Transtator, making quotations, and contracts.
- Strong communication skills.

#LI-JACVN

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会社説明