



PR/094769 | Sales Executive

#### 募集職種

##### 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

##### 求人ID

1549449

##### 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09月16日 03:00

#### 応募必要条件

##### キャリアレベル

中途経験者レベル

##### 英語レベル

無し

##### 日本語レベル

無し

##### 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 Overview:

Our client is newly establish Japanese trading company

##### Job Responsibilities:

###### • Sales Activities:

- Identify and develop new business opportunities.
- Build and maintain relationships with clients, both domestic and international.
- Prepare and deliver sales presentations and proposals.
- Negotiate contracts and close deals to meet sales targets.

###### • Sales Support:

- Assist in preparing quotations, invoices, and other sales-related documents.
- Coordinate with internal teams to ensure timely delivery of products and services.
- Respond to customer inquiries and resolve issues promptly.

###### • Import-Export Operations:

- Manage shipping documentation, including contracts, invoices, and packing lists.
- Liaise with freight forwarders and customs authorities for smooth clearance.

- Monitor shipment schedules and update clients on delivery timelines.
- **Logistics Coordination:**
  - Optimize transportation routes and methods to reduce costs.
  - Collaborate with warehouse teams to ensure efficient inventory management.
  - Track shipments and address any logistical challenges.
- **Administrative Tasks:**
  - Maintain accurate records of sales and logistics activities.
  - Prepare reports for management on sales performance and operational efficiency.
  - Support other administrative duties as assigned.

**Job Requirements:**

- Bachelor's degree in Business, Logistics, or a related field.
- Proficiency in English and Japanese (business level).
- Strong communication and negotiation skills.
- Experience in sales, import-export, or logistics (preferred).
- Advanced knowledge of Microsoft Office tools, especially Excel.
- Ability to work under pressure and meet deadlines.
- Detail-oriented with excellent organizational skills.

Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN

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会社説明