



PR/095196 | Project Sales Coordinator

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1559760

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10月14日 09:00

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

Our valued client, a Japanese company, is seeking a highly dedicated and potential candidate.

Job Description

- Provide quotations and prepare bidding documents, including gathering technical documents and submitting tender proposals
- Draft contracts and related documents while ensuring compliance with project requirements
- Enter sales orders into the system and monitor order progress to ensure accuracy
- Coordinate with purchasing, accounting, engineering, logistics, and import-export teams to secure on-time delivery to project sites
- Handle project-related issues, manage customer feedback, and resolve basic complaints effectively
- Track customer payments and outstanding debts to support financial accuracy

- Consolidate and analyze sales data, preparing regular reports for the department manager

Job requirements

- College or university degree, preferably in Business Administration, Economics, Commerce, or a related field
- At least 2 to 3 years of experience, ideally in the water treatment industry
- Proficiency in English across listening, speaking, reading, and writing
- Familiarity with NetSuite management software is preferred
- Strong office computer skills and attention to detail
- Polite communication, professional appearance, high sense of responsibility, and strong teamwork orientation

#LI-JACVN

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明