



PR/095218 | Sales Assistant

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1560898

業種

化学・素材

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07日 11:34

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 client - a company in the textile manufacturing industry is hiring for a Sales Assistant position.

Job Description:

- Manage fabric production schedules for Uniqlo orders from receipt to shipment.
- Coordinate delivery timelines and quality control with fabric factories in Vietnam.
- Liaise with garment factories in Vietnam and Indonesia to adjust production timelines.
- Prepare and manage fabric testing data and input production information into internal systems.
- Communicate with the Japan headquarters via email in English.
- Create delivery schedules and monthly sales forecasts.
- Support material development, inventory management, logistics, and related documentation in English and

Vietnamese.

Job requirements:

- Over 2 years of relevant work experience (e.g., production control, trading, textile industry).
- Candidates with experience working for garment industry or in a trading company are preferred.
- Strong organizational skills and the ability to manage multiple deadlines.
- Japanese (daily conversation level; JLPT N3+ preferred, N2 or higher is a plus)

#LI-JACVN

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会社説明