



## PR/095242 | Sales Assistant

### 募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1562386

業種

化学・素材

雇用形態

正社員

勤務地

タイ

給与

経験考慮の上、応相談

更新日

2026年01月27日 15:00

### 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 Japanese valued client is seeking a Sales Assistant to support business growth in Vietnam.

#### Job Description

- Support contract and invoice preparation, delivery schedule management, and coordination with factories in Vietnam and overseas.
- Manage production for clients.
- Prepare reports, sales forecasts.
- Coordinate with Japanese customers through Japanese- Vietnamese interpretation and translation when necessary
- Communicate regularly with regional offices regarding orders, schedules, and other.

#### Job requirements

- Strong communication skills in Vietnamese and conversational Japanese ability (JLPT N2)
- Good organizational skills and attention to detail when handling documents, schedules, and reports.
- Ability to work effectively in a multicultural environment.
- Willingness to travel domestically and internationally for business purposes.
- Positive, proactive attitude and ability to work independently

#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.

Privacy Policy Link: <https://www.jac-recruitment.vn/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.vn/terms-of-use>

---

会社説明