

ベトナムの求人なら JAC Recruitment Vietnam

PR/095344 | Sales Admin Supervisor -

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1564990

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11月25日 17:00

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 and Job Overview

Our client is a Japanese company in manufacturing industry

Location: Vung Tau

Job Responsibilities

Budget & Performance

- Assist in controlling the sales budget and performance indicators (Volume/CMI)
- Manage data accuracy and CRM/ SFA systems
- Prepare monthly sales forecast reports and monitor overall progress

Contract & Documentation Management

- · Handle contract procedures (recording, credit approval)
- · Manage customer credit status, inventory, and export compliance processes

Order Coordination & Processing

- · Oversee order processing from quotation, invoicing to deposit management
- · Manage order and packaging materials according to production plans

Demand Confirmation (Pre-Contract)

- · Confirm monthly sales capacity
- · Check logistics feasibility and delivery schedules

Execution (Post- Contract)

- · Coordinate with the production planning team to align sales and production schedules
- · Adjust production plans and handle long -aged inventory

Risk & Compliance Support

· Support risk management activities, especially in hedging operations and deposit documentation

Job Requirements

- Having Bachelor's degree in Business Administration, International Trade, Supply Chain Management, or related fields
- Fluent in English (written and spoken)
- Having minimum 4-5 years of experience in sales operations or similar coordination roles
- · Preferably experienced in manufacturing environments, especially in instant coffee, beverages, or food ingredients
- Familiarity with sales processes, import- export procedures, commercial contracts, and shipping documentation
- · Proficient in SCM, CRM, and SFA systems
- Basis financial knowledge related to budgeting and sales performance analysis

#LI-JACVN

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会社説明