



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12月23日 09:01

#### 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