



PR/095361 | Sales Admin

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1566013

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11月18日 10:25

応募必要条件

職務経験

1年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

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 specializes in providing advanced water and wastewater treatment systems
- Location: Binh Thanh, HCM

Job Responsibilities

- Trading/ Maintenance: Handle POs/ contracts, update systems, arrange customs and delivery, prepare documents, issue invoices, and follow up on payments
- Projects: Create contracts, monitor progress, manage delivery and handover, invoicing, and payment collection
- Logistics: Prepare invoices/ packing lists for customs and verify declarations

- Sales Support: Prepare quotations, conduct customer surveys, and support bidding documents
- Other: Document handling and assist with system development

Job Requirements

- Having 2- 3 years of experience in similar role at trading company
- Having good English communication
- Available to start immediately

#LI-JACVN

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会社説明