



PR/095572 | [IT] Sales Assistant

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1575519

業種

ITコンサルティング

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

2026年05月26日 19:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

日常会話レベル

日本語レベル

流暢

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

Location

Hanoi city, Vietnam

Company and Job Overview

Japanese IT outsourcing company

Job Responsibilities

- Maintain and update customer databases, ensuring accurate and up-to-date records.
- Initiate outreach to potential clients via phone or email to support business development efforts.
- Coordinate meeting schedules and manage calendars for the sales team.
- Respond to inquiries through phone and email, guiding customers appropriately.
- Assist in preparing sales materials, internal reports, and presentation documents.
- Help track and monitor performance indicators for inside sales activities.
- Provide general administrative support to the sales department.
- Join internal/external discussions to record meeting minutes promptly and accurately.

Job Requirements

Mandatory

- University graduate or higher.
- Solid computer skills (Word, Excel, Google Sheets, email communication).
- Comfortable handling phone-based communication.
- Able to input and manage data on CRM or internal systems without difficulty.
- Strong attention to detail and accuracy in administrative tasks.
- Japanese proficiency at business level (equivalent to JLPT N1).

Preferred

- Background in inside sales, sales coordination, or customer success.
- Experience handling outbound/inbound phone activities.
- Exposure to healthcare or IT-related industries.
- Strong logical thinking and interpersonal communication abilities.
- English language skills are an advantage.

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.

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会社説明