



## KDDI VIETNAM CORPORATION

### HA NOI HEAD OFFICE

Unit 1501, 15th Fl., ICON4 Building  
243A La Thanh, Dong Da Dist, Hanoi, Vietnam  
Tel 04-3826 2001 Fax: 04-3824 5001

### HO CHI MINH CITY BRANCH

3rd Floor, 67-69 HA Noi Highway,  
Thao Dien Ward, Thu Duc City, HCMC, Vietnam  
Tel: 08-38201191

# SALE ASSISTANT

## Job descriptions for reference:

The main task of Sales Assistant is about supporting Japanese Sales (Account Manager) on daily sales activity:

### 1. Receiving customer requirement:

- Receiving customer's requirement from Sales in charge (request for Quotation, Purchase Order...).
- Quickly catch up with the situation and proactively contact back to clarify their customer requirement if necessary.
- Gathering all necessary information, share it with the relevant department to process.
- Coordinate with Sales to pay a visit and hearing for customer demand.

### 2. Working on customer requirement:

- Coordinate with other departments to handle customer requests (making Quotation, following Purchase Order...).
- Continuously keep in touch with customer to catch up with their requirement.
- Support Sales to check and arrange the working schedule for Engineers.
- Support Sales for after sales activity (sending billing, invoice, delivery note...)
- Following the project's progress, promptly report to Sales in charge if any changes or problems arise.
- Periodically update and report about project progress.

### 3. Working on paperwork:

- Support in translating documents.
- Handling with sales' document: preparing contract and other relevant documents during project implementation

## Requirement:

- **Experience:** Up to 1 year experience (*Fresh graduate is also welcome*)
- **Education:** College graduation or higher
- **Language:** JLPT N2 or equivalent (Or N3 with Good in English skill)
- **Another requirement:**
  - High sense of responsibility
  - Ability to work in a team as well as independently with initiative.
  - Good in soft skill, especially communication, negotiation and problem solving skills
  - Quickly adapt to a new environment.
  - Eager to learn new knowledge and have high sense of self-improvement.

## Employee Welfares:

For job application, please send email to: [vkngan@kddivietnam.com](mailto:vkngan@kddivietnam.com)



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- Compulsory insurance and Premium health care insurance for employees.
- 13th month salary.
- Extra bonus up to 2 times/year.
- Company trip.
- Mobile allowance.

**Salary Range: Up to 500 USD**

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