



JOB INFORMATION

Number of recruits : 03 (Female)

Intern Sale Admin

Company's overview

As an esteemed offshore software development outsourcing company in Vietnam, ISB Vietnam provides the outsourcing services with Passions, Teamwork and Innovations. With quality engineers and expert consultants who are committed to deliver the excellent results, we help enterprises achieve their goals.

Keeping our mission to contribute to society in our mind, we serve each customer with the great interest in their business and utmost care.

Each and every person in ISB Vietnam align with our mission is to draw a dream with passions, strive for it with teamwork, and contribute to society with innovations.

We value people with confidence, integrity, sincerity, and hardworking attitude. We proactively create a new value proposition and continuously develop ourselves and others for a bright and hopeful future. Join us, bring your passion for innovation and defining what's next.

Website: <https://isb-vietnam.com.vn/?lang=en>

WP: E Town 2, 364 Cộng Hòa Tân Bình



JOB DESCRIPTION

JOB DUTIES & RESPONSIBILITIES

- Prepare for sales documents (Contract, Quotation, Purchase Order, Delivery Note, Invoice, ..) in both Japanese/ Vietnamese or English/ Vietnamese
- Implement outsourcing partner management process (recruit partner, arrange interview schedule, make payment request)
- Liaise with customers/ partners on any outstanding payment
- Sales and marketing activities (social media, email marketing, cold calling, market research etc.)
- Manage, update, and maintain a CRM
- Other tasks were assigned by the Department Head.