

JOB DESCRIPTION of Inside Sales

Title : Internal Sales Representative/ Inside Sales

Department : Sales

Locations : Ho Chi Minh City

Employment : Full-time

Compensation: Competitive, negotiable (up to XX million VND/month)

Your Role:

As an Internal Sales Representative, you'll be the backbone of our sales operations — supporting the field team, managing documentation, and ensuring smooth customer interactions.

What you will do:

1. Respond promptly to customer inquiries
2. Maintain and nurture existing customer relationships via CRM
3. Ensure compliance with internal sales processes
4. Assist Sales Engineers with quotations, order processing, contracts, and debt tracking
5. Prepare bidding documents and introduce products and promotions
6. Keep CRM data accurate and updated
7. Handle warranty and post-sale support
8. Report on sales performance
9. Support other tasks assigned by your department head

What we are looking for:

1. Male/Female, aged 22–30, in good health
2. Degree from vocational school, college, or university
3. 1–3 years of experience in industrial automation or related fields
4. English proficiency
5. Team player with a proactive attitude and strong work ethic
6. Detail-oriented, honest, and eager to learn

Why Choose HELUKABEL Vietnam for Your Career?

- Insurance with full Salary
- Accident insurance & Healthcare



- Quarterly performance bonuses and year-end rewards
- Annual salary review
- Annual leave and a five-day work week
- Business trip allowance
- Working with a young, motivated team
- Professional working environment with career development opportunities
- Access to domestic and international training programs

How to apply?

Interested candidates should submit their resume via email to:
nh.ngoangyen@helukabel.com.vn

For any other questions, please contact us at:

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