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Sales Admin

Number of openings: 2

Key Responsibilities:

- Handle incoming enquiries, prepare technical costing sheets, generate sales quotations and create sales order in system
- Escalate qualified opportunities to appropriate sales engineer for further development
- Provide customer service by attending to customers' requests for test schedules, samples, and submission
- Administrative support such as e-filing of sales documents to ensure audit compliance
- Prepare contract review documents, new customer account creation, credit notes, follow up on invoices issuance
- Monitor and provide regular updates on debtors' listing for effective debt management
- Prompt and regular upkeep of customers' database to maximize customer relationship management
- Any other tasks assigned by Direct report line

Required Experience/Skills Detail

- Minimum a Diploma with at least 1 year of sales administrative experience
- Strong interpersonal skills with ability to build good rapport with all levels of staff
- Results and service-oriented individual who possess initiative and excellent communication skills
- Proactive team player with the ability to work independently in challenging projects and timelines
- Meticulous, efficient, enthusiastic, and resourceful with a "can-do" attitude
- Good command of spoken and written English
- Good knowledge in using Microsoft Office

Laboratory Technician

Number of openings: 2

Key Responsibilities:

- Perform and evaluate tests on electrical and electronic products in accordance with the requirements specified by the Project Engineer or Project Handler
- Accurately record and document test results as per project-specific requirements
- Assist in sample preparation, including photographing and handling of test items, as instructed by the Project Engineer or Project Handler
- Coordinate with team members to ensure the smooth execution of projects
- Manage the collection and return of product samples to customers in a professional manner



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- Maintain test facilities in compliance with ISO/IEC 17025 standards and other relevant standard methods
- Ensure laboratory facilities and equipment in good condition
- Participate in maintenance activities to ensure the stability of testing equipment
- Perform other duties and responsibilities as assigned by the Reporting Officer.

Required Experience/Skills Detail

- Minimum **Diploma in Electrical or Electronic Engineering** or a related discipline
- Strong practical, hands-on skills with electronic and electrical components and systems
- Results-driven and service-oriented mindset with a proactive approach
- Good communication and interpersonal skills; able to collaborate effectively within a team
- Self-motivated, resourceful, and possesses a positive, “can-do” attitude
- Basic proficiency in English (reading, writing, and verbal communication)
- Good in using Microsoft Office applications (Word, Excel, Outlook, etc.)

General Benefits

- Working in an international dynamic and friendly environment
- 15 annual leaves, 15 paid sick leaves, Christmas leave
- 13th-month salary, bonus based on performance and business result
- Social insurance, health insurance, unemployment insurance base on full basic salary (Vietnamese Law)
- Insurance benefit package (Accident insurance 24/7, Health care insurance, Business travel insurance), annual health check
- Free parking
- Ad-hoc staff engagement events, team-building activities, company trip
- Participate in the company's training programs, LinkedIn Learning license holder (fee supported by company base on company's policy)

Intern – Chemical Laboratory

Application period: 01/04/2026 – 15/06/2026

Number of openings: 4

Key Responsibilities:

- Assist in preparing samples for chemical analysis in accordance with testing standards
- Support the execution of basic laboratory tests
- Assist with other tasks as assigned and guided by laboratory technicians
- Record and maintain relevant documentation



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- Maintain cleanliness of the laboratory and working areas

Required Experience/Skills Detail

- 3rd or 4th year university students majoring in Analytical Chemistry, Chemical Engineering, or related fields
- Prior laboratory practice or research experience at university is an advantage
- Good teamwork skills, eager to learn, and able to follow laboratory procedures and regulations
- Responsible, disciplined, and punctual

Others:

- Working days: Monday to Friday (08:30 – 17:30), with a minimum availability of 4 days per week
- Internship duration: Minimum 2 months, with the possibility of extension
- Allowance: VND 100,000 per working day, plus one box of fresh milk per day