

## Sales Assistant

Part-time, 20 hours per week

Location: Hanoi office

Report to: Business Development Manager

Blacksheep is a fast-growing international science and technology company - a great place to develop your career in Vietnam. Focusing on development of world leading products for high growth markets, the company designs, develops and manufactures truly innovative products in Vietnam. Our projects range from high power electric motorbikes to medical machines, and our products are used for many scientific applications including biology, chemistry, biotech research, material sciences and scientific discovery and all need to follow the ISO standards appropriate for the resulting products.

Our objective is pioneering the development of Vietnamese designed, developed, manufactured, and marketed cutting edge products with world leading performance and quality to be sold in global markets. We are looking for highly energetic, men and women to join us to drive Vietnamese engineered products to the world.

### Main tasks:

The Sales Assistant will support the Business Development Manager in managing and executing sales activities to achieve business goals.

Typical duties include, but are not limited to:

- Updating project and sales activities on company systems (Zoho, SharePoint, ClickUp, etc.)
- Tracking tasks and facilitating internal communications, ensuring information flow and task delivery
- Preparing meeting memos (from attending meetings or reading meeting transcripts) and logging them into the system.
- Handling administrative tasks such as travel bookings and reimbursement processing
- Assisting with special projects as required.

**Required skills and capabilities:**

- Proficiency in English (IELTS 7.0, TOEFL 90 or attending English program in university)
- Strong system management skills, experience with CRM and project management tools is highly preferred.
- Diligent, careful, and reliable with strong attention to detail.
- Ability to deliver high-quality work.
- Self-starter with intellectual curiosity and a proactive attitude

**Benefit:**

- 10 leave days per year
- Opportunity to work in an international, friendly, creative, and active environment
- Opportunity to approach most advanced technology in the world

If you would like to apply for this position, please email your covering letter addressing each of the job requirements and CV to:

**Giang.nguyen@blacksheepower.com** for the attention of **Ms Giang Nguyen, Operations Director**

We look forward to hearing from you!

**Blacksheep Vietnam Co., Ltd.**