



## PR/122581 | Sales Admin Senior Staff

### Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1541634

**Industry**

Logistics, Storage

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

May 20th, 2025 13:14

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**Requirements**

- Bachelor's degree from any major.
- Age between 28 – 33 years old.
- Minimum 3 years of working experience with role as Sales Administration in trading business (export-import) company.
- Proven experience in managing good relationship with customers and suppliers.
- Experienced and possessed ability in generating various kind of sales trading business reporting and understand the PDCA cycle well.
- Having a good sense to handling business matters with courtesy, and prioritizing communication, coordination and negotiation in resolving problems that occur.
- Native English skill in written and verbally is mandatory. Proven by having IELTS / TOEIC language course certification is preferred.
- Ability to learn and absorb new knowledge and skill in a fast manner.

**Job Description:**

- Handling all sales administration issues with the aim of keeping the business running well and well-administered/documentated as expected. Manage proper documentation and administration for the trading business using internal or external systems as needed.
- Have a great desire to understand the flow of business trading well and be able to respond to problems that arise by

- taking necessary actions based on strategies and tactics coordinated with the team.
- Actively involved in business strategy discussions and execute them appropriately.

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## Company Description