



JAC Recruitment

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Indonesia

PR/122963 | Sales Admin Japanese Speaker

Job Information

Recruiter[JAC Recruitment Indonesia](#)**Job ID**

1541754

Industry

Railway, Airline, Other Transport

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

May 20th, 2025 13:17

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

Job Description:

- Engage with Japanese-speaking customer, answer inquiries, and provide product details.
- Translate quotations, receipts, and other materials, product descriptions, and other business documents from Japanese to English and vice versa.
- Monitor sales pipelines, manage orders, and coordinate deliveries, including import procedures.
- Assist the sales team and senior management with scheduling, reporting, and project follow-ups.
- Liaising with Japanese principals and manufacturers.
- Do other administrative tasks as requested.

Requirements:

- Bachelor's degree in Japanese language or any other field
- Have +2 years experience as Sales Administrator & used to translating documents/quotations/emails.
- Proficient in Japanese language: able to read, write and speak Japanese fluently
- Possess at least JLPT N3 certificate
- Experience in working with Japanese person is very preferable
- Willing to work on site in South Jakarta area

Company Description