



JAC Recruitment

We are recruitment specialists around the globe

Indonesia

PR/122997 | Korean Speaker Sales Admin

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1543365

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

June 3rd, 2025 10:26

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

Responsibilities:

- Act as a key point of contact for Korean-speaking clients, handling inquiries, correspondence, and communication effectively in Korean.
- Support the sales team by handling administrative tasks such as preparing quotations, proposals, and sales reports.
- Process sales orders, ensuring accuracy and timely delivery.
- Handle incoming sales inquiries via phone, email, and in person, providing excellent customer service.
- Coordinate with other departments (e.g. Development , Production) to ensure smooth development processes.
- Track sales performance metrics and generate reports as needed.
- Assist in preparing sales presentations and marketing materials.

Qualifications:

- High school diploma or equivalent; associate's degree or higher preferred.
- Excellent communication (written and verbal) and interpersonal skills, especially in Korean.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Positive attitude and strong work ethic.
- Ability to work independently and as part of a team.
- Strong attention to detail and accuracy.

Company Description