



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 17th, 2025 14:01

## 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.

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Company Description