



インドネシアの求人なら
JAC Recruitment Indonesia

PR/122963 | Sales Admin Japanese Speaker

Job Information

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

1549657

Industry

Railway, Airline, Other Transport

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

July 22nd, 2025 03:00

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

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description