



PR/123234 | Sales & Marketing (Mandarin Speaker)

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1559393

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

September 23rd, 2025 11:23

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Requirements:

- Bachelor's Degree from any major
- Fluent in Mandarin & English, verbal and written
- Fresh Graduate welcome to apply
- Experience working with Chinese-speaking clients or business partner is a plus
- Able to work individually and team

Job Description:

- Maintaining relationship with existing client/continued effort to expand customer base (Site visit, Face to Face meetings, phone calls, whatever effective)
- Obtain inquiries and make quotation, considering competition with others
- Collecting information from our operation team to maximize leads from client (collect all inquiries from all subcons' at our client site)
- Coordinate with client to fix mobilization and demobilization schedule/prepare necessary documents such as SIA/SIO and others
- Proactive documents collection to bill invoice/proactive payment follow up from client
- Promptly respond client request and coordinate internal
- Liaise with other members of the sales team and other technical experts to solve client problems
- Input necessary data on customer data base and continuously maintaining it

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Company Description