



## PR/123316 | Sales & Marketing Staff

### Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1561402

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

April 28th, 2026 18:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**Key Responsibilities**

- Lead Generation: Identify and pursue new sales leads and potential clients through various channels.
- Client Management: Build and maintain strong, long-lasting customer relationships. Address client inquiries and provide product/service information.
- Sales Activities: Conduct product presentations, demonstrations, and negotiations.
- Sales Reporting: Track sales data, prepare sales performance reports, and forecast future sales.

Target Achievement: Work towards and assist in meeting or exceeding individual and team sales quotas.

### Qualifications and Skills

- Education: A Bachelor's degree in Marketing, Business Administration, or a related field is often preferred.
- Experience: Proven work experience in a sales or marketing role in the business office supplies & stationery industry.
- Communication Skills: Excellent verbal and written communication, presentation, and interpersonal skills.
- Analytical Skills: Strong analytical and problem-solving abilities, with a data-driven approach.
- Personal Attributes: Self-motivated, proactive, and a team player. Ability to multi-task and work in a fast-paced environment.
- Results-Oriented: A demonstrated track record of achieving goals and a strong drive to succeed.

**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