



PR/123552 | Sales Admin Japanese Speaker

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1575421

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

April 28th, 2026 11:01

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Description:

- Sales development for existing and new customers
- Japanese interpretation when needed (i.e, specification meetings in between Japanese suppliers and Indonesian customers etc)
- Provide support and administration work

Requirements:

- Bachelor's degree from any majored Min GPA 3.00 from reputable university
- Has proper Excel skill
- Has more than 3 years of Sales Admin/support experience
- Business communication skills with common sense
- Positive attitude towards work (discipline, responsible, hardworking)
- Proficient in English & Japanese is mandatory
- Has N3 or N2 JLPT certification

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Company Description