



PR/123625 | Sales Admin Japanese Speaker

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1581764

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

April 7th, 2026 10:01

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Daily Conversation

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Responsibilities

- Handle general sales administrative tasks
- Communicate with overseas offices, following current regulations and requirements
- Manage email correspondence with customers
- Prepare internal and external documents, reports, and sales materials
- Support international air cargo sales operations
- Assist internal teams with sales project coordination and promotion
- Create purchase order, quotation, and oversee delivery order

Requirements:

- English – required
- Japanese – required
- Mandarin – a strong advantage
- Indonesian nationals who speak Japanese

- Open to all backgrounds
- Experience in international air cargo logistics is a plus
- Fresh graduates with a college degree are welcome
- Strong motivation and cooperative attitude
- High proficiency in Microsoft Office, especially Excel

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Company Description