



PR/123981 | Sales Support

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1607208

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

September 22nd, 2026 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

Responsibilities

- Prepare and process sales-related documents, including quotations, order forms, and invoices.
- Manage email and telephone communications with Japanese clients in a professional business setting.
- Coordinate closely with the Singapore office to ensure smooth business operations.
- Provide administrative and operational support to the sales team.
- Monitor and manage customer orders, delivery schedules, and related follow-ups.
- Maintain accurate records through data entry and document management.
- Perform other sales administration and general office support duties as required.

Requirements

- JLPT N2 certification or equivalent Japanese language proficiency.

- Strong ability to communicate effectively in Japanese within a business environment.
- Basic working proficiency in English and/or Indonesian.
- Familiarity with Microsoft Office applications, particularly Excel, Word, and Outlook.
- Strong organizational skills, attention to detail, and the ability to manage multiple tasks efficiently.

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Company Description