



PR/124005 | Leasing Sales Assistant Manager

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1609289

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

September 8th, 2026 06:00

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

Requirements:

Minimum 2 years experience in leasing, real estate, sales, hospitality, or customer service (Japanese clients is an advantage)

Proven sales skills, client relations management skills

Problem solving skill & tough negotiation skill

Good command in English speaking and writing

Good command in Japanese (JLPT N2 or above)

Strong Communication & interpersonal skills

Customer service oriented, proactive, responsible, self-motivated

Duties:

Conduct leasing activities for Branz Simatupang Apartment & SSG

Build & maintain relationship with prospective & existing tenants

Respond promptly to customers' inquiries & arrange property viewings

Conduct sales visits and business development activities targeting companies & schools in Jakarta, Bekasi, Cikarang, and Alam Sutera

Coordinate with internal teams to process lease contracts and confirm payments
Managing leasing operations, including move-ins, move-outs, lease renewals, and after sales service
Prepare & submit daily activities and sales reports
Support marketing events, property viewings, and other promotional activities especially on weekend

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.

Privacy Policy Link: <https://www.jac-recruitment.co.id/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.co.id/terms-of-use>

Company Description