

PR/124113 | Junior Sales Staff

Job Information

Recruiter
JAC Recruitment Indonesia

Job ID
1616767

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Indonesia

Salary
Negotiable, based on experience

Refreshed
November 24th, 2026 14:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Basic Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

About the role

The Junior Sales Staff role supports customer relationship management and commercial activities within automotive manufacturing. The position focuses on quotation handling, order coordination, customer requirements, and maintaining effective relationships with OEM customers.

Responsibilities

- Process customer quotation requests and prepare commercial proposals.
- Manage part order documentation and support feasibility studies.
- Coordinate with internal departments to support on-time delivery schedules.
- Handle engineering changes and customer confirmation requests.
- Support price negotiations and customer forecast planning.
- Maintain strong relationships with existing customers.

Requirements

- Bachelor's degree in Industrial Engineering, Marketing, or a related Engineering field.

- Experience in sales or sales engineering within automotive manufacturing.
- Experience handling OEM customers within a Tier 1 automotive supplier is required.
- Good English communication skills, both written and verbal.
- Knowledge of technical drawings is an advantage.
- Good Microsoft Excel and PowerPoint skills.
- Strong communication and interpersonal skills.
- Willing to work in Karawang.

About the company

A company in the automotive component manufacturing industry with Japanese origins. The company operates within the automotive supply chain and focuses on supporting its customers through manufacturing and commercial activities.

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Company Description