

PR/124029 | Sales & General Administrator

Job Information

Recruiter
JAC Recruitment Indonesia

Job ID
1618607

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Indonesia

Salary
Negotiable, based on experience

Refreshed
November 3rd, 2026 08:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

The Sales & General Administrator role supports sales activities and daily office operations through contract administration, invoicing, reporting, financial documentation, and stakeholder coordination. The position plays an important part in ensuring that the sales team and relevant business partners receive accurate and timely administrative support.

Responsibilities

- Provide end-to-end administrative support to the sales team, including preparing and reviewing contracts, invoices, and other sales-related documents
- Manage reimbursements related to sales activities
- Create invoices for clients
- Prepare regular sales reports, summaries, presentations, and other supporting documents for management

- Support the sales team in handling administrative matters related to clients, vendors, and business partners
- Coordinate with consultants and vendors regarding audits, accounting, finance, and other administrative matters
- Support visa, KITAS, and other related formalities for Japanese-speaking staff
- Support day-to-day office administration and provide general operational assistance to ensure smooth office operations
- Assist with preparing finance-related documents for submission to consultants
- Coordinate with vendors, consultants, service providers, and relevant internal stakeholders regarding administrative and operational matters

Requirements

- Bachelor’s degree in any field
- Experience in general affairs or sales administration
- Business-level English communication skills
- Japanese language skills would be an advantage
- Good administrative, organizational, and document-management skills

About the company
A company in the energy solutions industry providing services to corporate and industrial clients in Indonesia. The organization supports businesses in addressing energy-related requirements and improving the efficiency and sustainability of their operations.

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Company Description