



PR/124134 | Sales & Inventory Administrator

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1618617

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

October 20th, 2026 10:32

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

Responsibilities:

- Maintain and reconcile inventory records, including incoming and outgoing stock.
- Prepare and manage sales and operational documentation, including Delivery Orders, invoices, and related documents.
- Ensure data accuracy and consistency between physical inventory records and internal systems.
- Coordinate with Sales and Warehouse/Workshop teams regarding inventory movements and documentation.
- Maintain and update data in internal applications.
- Provide basic troubleshooting for computers, office equipment, and software applications.

Requirements:

- Relevant experience in Sales Administration, Inventory Control, or Operational Administration.
- Good proficiency in Microsoft Excel and data management.
- Basic understanding of IT systems, software applications, and office equipment troubleshooting.
- Strong attention to detail, organizational skills, and a proactive approach to work.
- Basic English communication skills would be an advantage.
- Japanese proficiency would be a plus but not required.

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Company Description