



## PR/124149 | Sales Support

### Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1619257

**Industry**

IT Consulting

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

October 27th, 2026 10:19

### General Requirements

**Minimum Experience Level**

Over 3 years

**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

**Key Responsibilities**

1. Manage and maintain relationships with existing clients to ensure high customer satisfaction.
2. Serve as the main contact person for client inquiries and leasing-related matters.
3. Identify opportunities for contract renewals, upselling, and cross-selling within existing accounts.
4. Support Sales Manager by preparing account profiles, sales data, and client reports.
5. Prepare quotations, proposals, and related sales documentation.
6. Coordinate with internal teams (Credit, Legal, Operations) to ensure smooth contract processing.
7. Maintain accurate customer records, contract status, and sales activities in the CRM system.

8. Monitor contract expiry dates and proactively initiate renewal discussions.

**Requirements**

1. Bachelor's Degree in any discipline (Business, Management, Communication, or IT preferred).
2. Fresh Graduate or 1-3 years of experience in Account Management, Customer Service, Sales Support, Sales Administration, or Inside Sales.
3. Strong communication and interpersonal skills with a customer-oriented mindset.
4. Detail-oriented with good administrative and documentation skills.
5. Proactive, organized, and able to manage multiple tasks effectively.
6. Proficient in Microsoft Office (Excel & Word); CRM experience is a plus.
7. Good command of English, both written and spoken.
8. Willing to work closely with clients and support sales growth initiatives.

**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.

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**Company Description**