

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
November 24th, 2026 12:00

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