

PR/124189 | Sales Support

Job Information

Recruiter
JAC Recruitment Indonesia

Job ID
1623453

Industry
Logistics, Storage

Job Type
Permanent Full-time

Location
Indonesia

Salary
Negotiable, based on experience

Refreshed
November 17th, 2026 10:56

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

Responsibilities:

- Provide administrative support to the sales team, including quotations, sales orders, and customer coordination.
- Handle purchasing activities, prepare and issue Purchase Orders (PO), and follow up with suppliers.
- Coordinate with suppliers regarding pricing, product availability, and delivery schedules.
- Handle export-import documentation, including commercial invoices, packing lists, and shipping documents.
- Coordinate with freight forwarders, shipping agents, and customs clearance parties.
- Monitor order and shipment status to ensure timely delivery.
- Maintain accurate records and documentation for sales, purchasing, and logistics activities.

Requirements:

- Diploma or Bachelor’s degree in Business, Administration, Logistics, or related fields.
- Minimum 2–3 years of experience in sales support, purchasing, or operations administration.
- Familiar with PO processing, supplier coordination, and basic export-import procedures.
- Proficient in Microsoft Office, especially Excel.
- Business level English
- Detail-oriented, organized, proactive, and able to multitask.
- Good communication and coordination skills.

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