



JAC Recruitment

We are recruitment specialists around the globe

Indonesia

PR/122581 | Sales Admin Senior Staff

募集職種

人材紹介会社

ジェイエイシーリクルートメントインドネシア

求人ID

1538032

業種

物流・倉庫

雇用形態

正社員

勤務地

インドネシア

給与

経験考慮の上、応相談

更新日

2025年05月01日 20:10

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Requirements

- Bachelor's degree from any major.
- Age between 28 – 33 years old.
- Minimum 3 years of working experience with role as Sales Administration in trading business (export-import) company.
- Proven experience in managing good relationship with customers and suppliers.
- Experienced and possessed ability in generating various kind of sales trading business reporting and understand the PDCA cycle well.
- Having a good sense to handling business matters with courtesy, and prioritizing communication, coordination and negotiation in resolving problems that occur.
- Native English skill in written and verbally is mandatory. Proven by having IELTS / TOEIC language course certification is preferred.
- Ability to learn and absorb new knowledge and skill in a fast manner.

Job Description:

- Handling all sales administration issues with the aim of keeping the business running well and well-administered/documentated as expected. Manage proper documentation and administration for the trading business using internal or external systems as needed.
- Have a great desire to understand the flow of business trading well and be able to respond to problems that arise by

- taking necessary actions based on strategies and tactics coordinated with the team.
- Actively involved in business strategy discussions and execute them appropriately.

会社説明