



JAC Recruitment

We are recruitment specialists around the globe

Indonesia

PR/122963 | Sales Admin Japanese Speaker

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

1539085

業種

鉄道・航空・その他旅客輸送サービス

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13日 10:22

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

Job Description:

- Engage with Japanese-speaking customer, answer inquiries, and provide product details.
- Translate quotations, receipts, and other materials, product descriptions, and other business documents from Japanese to English and vice versa.
- Monitor sales pipelines, manage orders, and coordinate deliveries, including import procedures.
- Assist the sales team and senior management with scheduling, reporting, and project follow-ups.
- Liaising with Japanese principals and manufacturers.
- Do other administrative tasks as requested.

Requirements:

- Bachelor's degree in Japanese language or any other field
- Have +2 years experience as Sales Administrator & used to translating documents/quotations/emails.
- Proficient in Japanese language: able to read, write and speak Japanese fluently
- Possess at least JLPT N3 certificate
- Experience in working with Japanese person is very preferable
- Willing to work on site in South Jakarta area

会社説明