



## 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

1541634

#### 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06月17日 18:00

### 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.

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会社説明