



JAC Recruitment

We are recruitment specialists around the globe

Indonesia

PR/122997 | Korean Speaker Sales Admin

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

1543365

業種

その他（メーカー）

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03日 10:26

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

Responsibilities:

- Act as a key point of contact for Korean-speaking clients, handling inquiries, correspondence, and communication effectively in Korean.
- Support the sales team by handling administrative tasks such as preparing quotations, proposals, and sales reports.
- Process sales orders, ensuring accuracy and timely delivery.
- Handle incoming sales inquiries via phone, email, and in person, providing excellent customer service.
- Coordinate with other departments (e.g. Development, Production) to ensure smooth development processes.
- Track sales performance metrics and generate reports as needed.
- Assist in preparing sales presentations and marketing materials.

Qualifications:

- High school diploma or equivalent; associate's degree or higher preferred.
- Excellent communication (written and verbal) and interpersonal skills, especially in Korean.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Positive attitude and strong work ethic.
- Ability to work independently and as part of a team.
- Strong attention to detail and accuracy.

会社説明