



インドネシアの求人なら
JAC Recruitment 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

1549657

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07月22日 03:00

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

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

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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会社説明