



PR/123552 | 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

1575421

業種

その他（商社）

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

2026年05月26日 12:00

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

流暢

日本語レベル

流暢

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:

- Sales development for existing and new customers
- Japanese interpretation when needed (i.e, specification meetings in between Japanese suppliers and Indonesian customers etc)
- Provide support and administration work

Requirements:

- Bachelor's degree from any majored Min GPA 3.00 from reputable university
- Has proper Excel skill
- Has more than 3 years of Sales Admin/support experience
- Business communication skills with common sense
- Positive attitude towards work (discipline, responsible, hardworking)
- Proficient in English & Japanese is mandatory
- Has N3 or N2 JLPT certification

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会社説明