



## PR/123625 | 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

1581764

#### 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

2026年04月21日 10:01

### 応募必要条件

#### 職務経験

1年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

日常会話レベル

#### 日本語レベル

日常会話レベル

#### 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 Responsibilities

- Handle general sales administrative tasks
- Communicate with overseas offices, following current regulations and requirements
- Manage email correspondence with customers
- Prepare internal and external documents, reports, and sales materials
- Support international air cargo sales operations
- Assist internal teams with sales project coordination and promotion
- Create purchase order, quotation, and oversee delivery order

#### Requirements:

- English – required
- Japanese – required
- Mandarin – a strong advantage
- Indonesian nationals who speak Japanese

- Open to all backgrounds
- Experience in international air cargo logistics is a plus
- Fresh graduates with a college degree are welcome
- Strong motivation and cooperative attitude
- High proficiency in Microsoft Office, especially Excel

#LI-JACID

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会社説明