

PR/123981 | Sales Support

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
1607208

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11月03日 16:00

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

Responsibilities

- Prepare and process sales-related documents, including quotations, order forms, and invoices.
- Manage email and telephone communications with Japanese clients in a professional business setting.
- Coordinate closely with the Singapore office to ensure smooth business operations.
- Provide administrative and operational support to the sales team.
- Monitor and manage customer orders, delivery schedules, and related follow-ups.
- Maintain accurate records through data entry and document management.
- Perform other sales administration and general office support duties as required.

Requirements

- JLPT N2 certification or equivalent Japanese language proficiency.

- Strong ability to communicate effectively in Japanese within a business environment.
- Basic working proficiency in English and/or Indonesian.
- Familiarity with Microsoft Office applications, particularly Excel, Word, and Outlook.
- Strong organizational skills, attention to detail, and the ability to manage multiple tasks efficiently.

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