



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08月25日 04:00

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.

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会社説明