



PR/124005 | Leasing Sales Assistant Manager

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

1609289

業種

土木

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 10:45

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

Requirements:

Minimum 2 years experience in leasing, real estate, sales, hospitality, or customer service (Japanese clients is an advantage)

Proven sales skills, client relations management skills

Problem solving skill & tough negotiation skill

Good command in English speaking and writing

Good command in Japanese (JLPT N2 or above)

Strong Communication & interpersonal skills

Customer service oriented, proactive, responsible, self-motivated

Duties:

Conduct leasing activities for Branz Simatupang Apartment & SSG

Build & maintain relationship with prospective & existing tenants

Respond promptly to customers' inquiries & arrange property viewings

Conduct sales visits and business development activities targeting companies & schools in Jakarta, Bekasi, Cikarang, and Alam Sutera

Coordinate with internal teams to process lease contracts and confirm payments
Managing leasing operations, including move-ins, move-outs, lease renewals, and after sales service
Prepare & submit daily activities and sales reports
Support marketing events, property viewings, and other promotional activities especially on weekend

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