

PR/124029 | Sales & General Administrator

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
1618607

業種
その他（メーカー）

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 08:00

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
ビジネス会話レベル

日本語レベル
無し

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

The Sales & General Administrator role supports sales activities and daily office operations through contract administration, invoicing, reporting, financial documentation, and stakeholder coordination. The position plays an important part in ensuring that the sales team and relevant business partners receive accurate and timely administrative support.

Responsibilities

- Provide end-to-end administrative support to the sales team, including preparing and reviewing contracts, invoices, and other sales-related documents
- Manage reimbursements related to sales activities
- Create invoices for clients
- Prepare regular sales reports, summaries, presentations, and other supporting documents for management

- Support the sales team in handling administrative matters related to clients, vendors, and business partners
- Coordinate with consultants and vendors regarding audits, accounting, finance, and other administrative matters
- Support visa, KITAS, and other related formalities for Japanese-speaking staff
- Support day-to-day office administration and provide general operational assistance to ensure smooth office operations
- Assist with preparing finance-related documents for submission to consultants
- Coordinate with vendors, consultants, service providers, and relevant internal stakeholders regarding administrative and operational matters

Requirements

- Bachelor’s degree in any field
- Experience in general affairs or sales administration
- Business-level English communication skills
- Japanese language skills would be an advantage
- Good administrative, organizational, and document-management skills

About the company
A company in the energy solutions industry providing services to corporate and industrial clients in Indonesia. The organization supports businesses in addressing energy-related requirements and improving the efficiency and sustainability of their operations.

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