

PR/124134 | Sales & Inventory 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
1618617

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
基礎会話レベル

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

Responsibilities:
- Maintain and reconcile inventory records, including incoming and outgoing stock.
- Prepare and manage sales and operational documentation, including Delivery Orders, invoices, and related documents.
- Ensure data accuracy and consistency between physical inventory records and internal systems.
- Coordinate with Sales and Warehouse/Workshop teams regarding inventory movements and documentation.
- Maintain and update data in internal applications.
- Provide basic troubleshooting for computers, office equipment, and software applications.

Requirements:
- Relevant experience in Sales Administration, Inventory Control, or Operational Administration.
- Good proficiency in Microsoft Excel and data management.
- Basic understanding of IT systems, software applications, and office equipment troubleshooting.
- Strong attention to detail, organizational skills, and a proactive approach to work.
- Basic English communication skills would be an advantage.
- Japanese proficiency would be a plus but not required.

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.

Privacy Policy Link: https://www.jac-recruitment.co.id/privacy-policy
Terms and Conditions Link: https://www.jac-recruitment.co.id/terms-of-use

会社説明