

PR/124149 | 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
1619257

業種
ITコンサルティング

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10日 11:00

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
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

Key Responsibilities

1. Manage and maintain relationships with existing clients to ensure high customer satisfaction.
2. Serve as the main contact person for client inquiries and leasing-related matters.
3. Identify opportunities for contract renewals, upselling, and cross-selling within existing accounts.
4. Support Sales Manager by preparing account profiles, sales data, and client reports.
5. Prepare quotations, proposals, and related sales documentation.
6. Coordinate with internal teams (Credit, Legal, Operations) to ensure smooth contract processing.
7. Maintain accurate customer records, contract status, and sales activities in the CRM system.

8. Monitor contract expiry dates and proactively initiate renewal discussions.

Requirements

1. Bachelor's Degree in any discipline (Business, Management, Communication, or IT preferred).
2. Fresh Graduate or 1-3 years of experience in Account Management, Customer Service, Sales Support, Sales Administration, or Inside Sales.
3. Strong communication and interpersonal skills with a customer-oriented mindset.
4. Detail-oriented with good administrative and documentation skills.
5. Proactive, organized, and able to manage multiple tasks effectively.
6. Proficient in Microsoft Office (Excel & Word); CRM experience is a plus.
7. Good command of English, both written and spoken.
8. Willing to work closely with clients and support sales growth initiatives.

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