

PR/124189 | 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
1623453

業種
物流・倉庫

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17日 10:56

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

Responsibilities:

- Provide administrative support to the sales team, including quotations, sales orders, and customer coordination.
- Handle purchasing activities, prepare and issue Purchase Orders (PO), and follow up with suppliers.
- Coordinate with suppliers regarding pricing, product availability, and delivery schedules.
- Handle export-import documentation, including commercial invoices, packing lists, and shipping documents.
- Coordinate with freight forwarders, shipping agents, and customs clearance parties.
- Monitor order and shipment status to ensure timely delivery.
- Maintain accurate records and documentation for sales, purchasing, and logistics activities.

Requirements:

- Diploma or Bachelor’s degree in Business, Administration, Logistics, or related fields.
- Minimum 2–3 years of experience in sales support, purchasing, or operations administration.
- Familiar with PO processing, supplier coordination, and basic export-import procedures.
- Proficient in Microsoft Office, especially Excel.
- Business level English
- Detail-oriented, organized, proactive, and able to multitask.
- Good communication and coordination skills.

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