


# PR/124204 | Admin Staff (Japanese Speaker)

## 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**
1624008

**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24日 10:55

## 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**
日常会話レベル

**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

Responsibilities

- Process Purchase Orders (POs) and Sales Orders accurately, while maintaining organized records and documentation.
- Manage spare parts inventory and prepare shipping documents, warranty documentation, and related administrative records.
- Maintain and update customer and machine databases, ensuring data accuracy and completeness.
- Prepare and submit monthly reports in a timely manner.
- Provide administrative and documentation support to the Technical Department to ensure smooth daily operations.

Requirements

- Bachelor's degree in Japanese Language, Business Administration, or a related field.
- Basic proficiency in English communication, both written and spoken.

- Japanese Language Proficiency (JLPT N3).
- Proficient in Microsoft Office applications, including Word, Excel, and PowerPoint.
- Good understanding of general office administration, documentation management, and data maintenance processes.
- Detail-oriented, organized, and capable of handling multiple administrative tasks efficiently.

**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