



PR/122401 | Sales & Marketing Assistant Manager

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1506490

Industry

Industrial Facilities

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

November 26th, 2024 10:19

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Description:

1. Selling company products and services. Do needed activities related selling spare parts or provide services to customer, including but not limited to make quotation, negotiate, prepare purchase order, arrange importation, delivery, project management, etc.
2. Do administrative works to support above tasks, including but not limited to make report and presentation for internal (superior, Headquarter, etc.) and/or external (customer, government, etc.)
3. Coordinating with related parties to provide needed parts / services.
4. Maintain good relationship with existing customers and achieve sales targets.
5. Conduct presentations to potential companies (customers).
6. Create a customer database in an orderly sequence.
7. Obtain loyalty from customers to use the products and services offered by the company.
8. Contacting potential customers from the existing database in the company.
9. Build, lead and motivate teams to meet revenue targets.
10. Other items requested by Superior after the necessary discussion.

Requirements:

1. Minimum bachelor's degree in any major with min GPA 3.00. Engineering knowledge background is a plus.
2. Candidate should have good communication, networking & negotiation skills, fluent in both spoken and written English, capable of preparing reports and delivering presentations in English. Can communicate in Japanese is a plus.
3. Have a minimum of 3 years work experience in field of B-to-B Sales & Marketing. Industrial Equipment related experience and Digital Marketing knowledge/ experience will be an advantage.
4. Proficient in Microsoft Office & Presentation.
5. Candidate must be able to work under pressure, willing and able to travel in any area, both domestic and overseas.
6. Candidate must be able to handle various administrative tasks, prepare quotation, negotiate, prepare order, arrange importation, delivery, project management, etc.
7. High personal motivation to achieve sales target.
8. Able and experienced to lead a team.

Company Description