



PR/122582 | Sales Admin Sr. Staff

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1506553

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

November 26th, 2024 10:21

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

KEY RESPONSIBILITIES:

1. As part of the 'tire' business team with the role of handling all sales administration issues with the aim of keeping the business running well and well-administered/documentated as expected.
2. Manage proper documentation and administration for the trading business using internal or external systems as needed.
3. Have a great desire to understand the flow of business trading well, and be able to respond to problems that arise by taking necessary actions based on strategies and tactics coordinated with the team.
4. Actively involved in business strategy discussions and execute them appropriately.
5. Ability to produce quality reports and PDCA monitoring.
6. Good and positive behavior and the right mindset in handling business problems that occur.

SELECTION CRITERIA:

- Bachelor's degree from a reputable university.

- Minimum 3 years of working experience with role as Sales Administration in trading business (export-import) company. Preferred working experience from non Japanese company.
 - Proven experience in managing good relationship with customers and suppliers.
 - Experienced and possessed ability in generating various kind of sales trading business reporting and understand the PDCA cycle well.
 - Having a good sense to handling business matters with courtesy, and prioritizing communication, coordination and negotiation in resolving problems that occur.
 - Native English skill in written and verbally is mandatory. Proven by having IELTS / TOEIC language course certification is preferred.
 - Ability to learn and absorb new knowledge and skill in a fast manner.
 - Open minded and passion in career growth opportunity.
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Company Description