



PR/122458 | Sales Admin

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1506687

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

November 26th, 2024 11:16

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. Handling all sales administration issues with the aim of keeping the business running well and well-administered/documented 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.

Company Description