



JAC Recruitment

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Indonesia

## PR/122599 | Sales & Marketing Support

### Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1507502

**Industry**

Civil Engineering and Construction

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

December 3rd, 2024 10:23

### 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

**Main responsibilities:**

1. Estimator: creating quotations for potential customers based on request from sales
2. Processing & monitoring customer orders from receipt of PO to completion
3. Coordinating with logistics team to ensure accurate purchasing of products based on PO from customers
4. Assist to schedule and manage deliveries and payments
5. Responsible for handling sales & tender documentation
6. Perform some general administrative duties such as answering telephone/ email inquiries and processing sample/catalogue requests

**Criteria:**

1. Bachelor's degree
2. Female
3. Proficient in English
4. Preferably background in interior design
5. 2 years' experience

