



## PR/122403 | Personal Assistant (Mandarin Speaker) - Freight Forwarding

### Job Information

**Recruiter**
[JAC Recruitment Indonesia](#)
**Job ID**

1510433

**Industry**

Logistics, Storage

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

December 11th, 2024 18:41

### 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

**Location:** North Jakarta

**Industry:** Freight Forwarding and Logistics

#### What Sets This Company Apart

JAC Recruitment Indonesia is seeking a **Personal Assistant (Mandarin Speaker)** for a **leading freight forwarding and logistics company**. You will not be an individual contributor; instead, your sales experience will play a crucial role in supporting the Director. You will act as the right hand to the Director. You will manage daily tasks such as monitoring shipments, handling inquiries from overseas clients, and negotiating rates with shipping or airline partners.

You'll coordinate closely with the operations team to resolve shipment issues and ensure smooth communication between the Director and internal teams. Your attention to detail will be crucial in maintaining key records and supporting invoicing processes, making you an essential part of the company's sales efforts.

**Apply now—your time to shine has come!**

#### Qualifications:

- Women
- Bachelor's degree or equivalent.
- Fluency in English and Mandarin.
- Knowledge of air and ocean transport management.
- At least 5 years of experience in the forwarding industry as a salesperson or Customer Service Supervisor.
- Proven track record in understanding export/import documentation and sales processes.

**Responsibilities:**

- **Manage Communication:** Handle all emails from/to the Director, CS, and Operations teams, ensuring prompt and effective responses.
- **Respond to Inquiries:** Address all overseas inquiries and coordinate with the CS/OPS team for shipment inquiries.
- **Negotiate Rates:** Work with shipping lines and airlines to negotiate rates and prepare rate tables for air and sea freight from/to Indonesia.
- **Monitor Shipments:** Oversee all inbound and outbound shipments, resolving any issues that arise.
- **Handle Operational Tasks:** Check operational vouchers, review job order recaps before invoicing, and ensure accurate financial documentation.
- **Support the Director:** Maintain active communication with the Director, providing daily updates and solutions to any problems.
- **Client Outreach:** Provide support in identifying and approaching new clients, as well as assisting in seeking out prospective projects in the forwarding and export-import sector.
- **Network and Build Relationships:** Network with external parties to acquire new clients and projects, understanding their needs and customizing solutions.
- **Prepare Proposals:** Create business proposals, negotiate terms and pricing with clients, and handle inquiries, complaints, and escalations professionally.

**Benefits:**

- Permanent, full-time position.
- Competitive bonus: 20% for every project.
- Regular overseas trips.

Think you tick all the boxes? Great! After applying, send me an email to [michaela.milysa@jac-recruitment.com](mailto:michaela.milysa@jac-recruitment.com) briefly explaining why you're the best fit for this role. Who knows, you might just land at the final offering stage.

#LI-JACID  
#countryindonesia

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Company Description