



## PR/122611 | Business Development Assistant Manager

### Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1512247

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

January 22nd, 2025 08:01

### 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 a main PIC in executing trading business in daily.
2. Taking initiatives for expanding business in plastic domain, specifically recycled plastic sales.
3. Applying Customer Relationship Management (CRM) with the customers and suppliers.
4. Involve actively in new trading / investment project initiatives as a business innovator.
5. Able to manage assigned new business development project by designing business scenario, strategy and tactics then executing it in timely manner.
6. Set things to do by designing a timeline plan with team leader and execute it based on PDCA cycle.
7. Expect a proper behaviors that set a good example for subordinates as a business innovator (especially in reporting, coordinating and consulting)
8. Aim to achieve Local Business Origination (LBO) but not limited to diversification of business under company's network.

**SELECTION CRITERIA:**

- Bachelor/Master degree from a reputable university (preferably top 5 local universities or renowned foreign universities)
- Minimum 3 years of working experience as Business Development Assistant Manager or Manager in trading business (export-import) company. Preferred working experience from non-Japanese company.
- Proven skill and experience in developing new trading business.
- Capable in creating good relationship with clients and supplier by applying CRM.
- Experienced in handling problems arise in trading business model.
- Good leadership skill, proven in leading business project by implementing a good project management and planning.
- Possessed knowledge in business financial management.
- Native English skill in written and verbally is mandatory. Proven by having IELTS / TOEIC language course certification is preferred.
- Willing and able to do short/long term business trip to other city/country to handle project or job assignment.

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Company Description