



## PR/122642 | Business Administration (Finance & Delivery)

### Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1512268

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

March 5th, 2025 09:01

### 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

**Job Description:**

As a Business Administration Officer, you will play a crucial role in ensuring the smooth operation of our administrative processes. Your responsibilities will include:

- Processed customer orders & communication with customer through email, live chat or phone & giving information such as stock, delivery, and product details.
- Create Delivery Order & coordination with warehouse for shipping
- Organize shipments and closely communicated with shipping and logistic to ensure on time and accurate deliveries.
- Created various sales documents, such as quotations, master customer or new outlet order form and form of product sample
- Prepare documents for shipments outside the island such as recommendation admission letters for raw materials, veterinary certificates and packing lists to avoid problems at the port.

**Requirements:**

- Minimum of 2 years in a similar position.
- Education: Accounting, economic, management, business administration

**Skills:**

- Strong organizational and multitasking abilities.

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Excellent communication and interpersonal skills.
- Attention to detail and accuracy in handling financial documents.

Position Level: Junior Staff

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Company Description