



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

Company Description