



JAC Recruitment

We are recruitment specialists around the globe

Indonesia

PR/122458 | Sales Admin

募集職種**人材紹介会社**

ジェイエイシーリクルートメントインドネシア

求人ID

1510971

業種

旅行・観光

雇用形態

正社員

勤務地

インドネシア

給与

経験考慮の上、応相談

更新日

2024年12月17日 10:23

応募必要条件**職務経験**

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項**KEY RESPONSIBILITIES:**

1. Handling all sales administration issues with the aim of keeping the business running well and well-administered/documented as expected.
2. Manage proper documentation and administration for the trading business using internal or external systems as needed.
3. Have a great desire to understand the flow of business trading well, and be able to respond to problems that arise by taking necessary actions based on strategies and tactics coordinated with the team.
4. Actively involved in business strategy discussions and execute them appropriately.
5. Ability to produce quality reports and PDCA monitoring.
6. Good and positive behavior and the right mindset in handling business problems that occur.

会社説明