



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

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

1512077

業種

物流・倉庫

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

2025年03月05日 11:00

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

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 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

会社説明