



PR/122642 | Business Administration (Finance & Delivery)

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

1512268

業種

その他（商社）

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 09:01

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

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

会社説明