



Administration Chinese Speaker (Support Order)

Job Type : Full Time
Job Industry : Building Materials
Job Function : Administrative
Experience : Senior Staff/ Supervisor / Coordinator / Team Leader
Salary : IDR 6.000.000 - 7.500.000
Education : Diploma Degree - D3

Main Job Description:

- Responsible in Sales Administration (Sales Order, Stock Update, Sales Contract, Purchase Order)
- Coordination with HQ China for all process
- Ensuring the sales team update the CRM effectively with all appropriate data.
- Report all data sales target and order by weekly, monthly, quarterly and end off years.
- Training the sales team on sales techniques and giving advice.
- Day to day management of the sales team ensuring they are track for achieving target
- Ability to multitask, prioritize and manage time efficiently

Qualification:

- Candidate at least Bachelor's Degree in Chinese Literature, Administration or other related.
- Experience 1 year in Administration
- Female and Age max 25-30 years' old
- Required language: Mandarin/ Chinese is a must be
- Proven work as administration and fast learning
- Computer literacy (Ms. Office applications, in particular)
- Dynamic person with willingness to meet deadline
- Will be placed at Sawah Besar

Requirements

- **CHINESE/ MANDARIN Active Speaker**
- **CHINESE/ MANDARIN LEVEL HSK 6**

Benefits

Special Training to HQ China

Please Apply Through This Link

<http://bit.ly/39LU1XZ>