



SALES SUPPORT. TANGERANG, INDONESIA



NOW HIRING

OVERVIEW

We are looking for a talented and motivated **Sales Support professional** to join our dynamic team at **FL Technics Indonesia**. In this role, you will work closely with internal teams to support sales activities and help achieve our overall business objectives. If you are passionate about sales support, have strong coordination skills, and are looking to grow your career, we encourage you to apply.

JOB DESCRIPTION

1. Communicate with customers and provide necessary information in a timely manner.
2. Liaise with internal and external departments to ensure the timely resolution of customer issues and inquiries.
3. Handle billing tasks, including data collection, quotation preparation, and billing approvals processes.
4. Assist in sales planning by updating potential project information for the direct manager and providing upcoming project data to the Planning department.
5. Update sales revenue reports on a weekly and monthly basis.
6. Maintain comprehensive records of all sales-related documents in CRM.
7. Perform ad-hoc tasks as directed by superiors.

JOB REQUIREMENTS

8. Fluent in English, both verbal and written.
9. Bachelor's degree in Business, Aviation, Engineering, or a related field.
10. Minimum of 1-3 years of working experience as a Sales Support or in an equivalent role.
11. General knowledge of aviation industry, business contract, business operation, etc.
12. Basic computer skills: Microsoft, billing systems, etc.
13. Able to work both independently and as part of a team, with excellent interpersonal skills.
14. Willing to work outside of regular office hours when required.
15. Able to work under pressure and within limited time frames.

FL Technics Indonesia is a global provider of integrated aircraft maintenance, repair, and overhaul (MRO) services with 20 000 sq. m. of hangar and office space at Soekarno-Hatta International Airport in Jakarta, Indonesia, where it employs approximately 200 aviation experts. The company has FAA-145 certificate and can perform full C and D checks on Airbus and Boeing aircraft.