



SALES SUPPORT. JAKARTA, INDONESIA

Job Descriptions:

1. Communicate with customers, providing necessary in a timely manner
2. Liaise with intra-and inter-department with the objective of timely resolving customer issues and queries
3. Handle billing tasks, including data collection, quotation preparation, and billing approvals
4. Assist in sales planning by updating potential project information for the direct manager and providing upcoming project data to the Planning department
5. Generate sales analysis and revenue reports on a weekly and monthly basis
6. Maintain comprehensive records all sales-related documents
7. Perform ad-hoc tasks as directed by superiors

Job Requirements:

1. Fluent in English, both verbal and spoken
2. Bachelor degree in Business/Aviation/Engineering
3. General knowledge of aviation industry, business contract, business operation, etc.
4. Basic computer skills: Microsoft, billing systems, etc
5. Able to work individually and as a team with excellent interpersonal skills
6. Able to work out of office hour
7. Able to work under pressure or limited time frame

FL Technics is a global provider of aircraft maintenance, repair, and overhaul (MRO) services. The Company specializes in base & line maintenance, spare parts & component support, engine, APU & LG management, full aircraft engineering, and technical training. FL Technics is an EASA Part-145, Part-M, Part-147, Part-21 as well as FAA-145 certified company with hangars in Lithuania, Indonesia and China as well as line station around the world.