

JOIN OUR DART ID TEAM

WE'RE HIRING

SALES SUPPORT / SALES ASSISTANT JAKARTA – INDONESIA

📍 Based in Jakarta – Indonesia

Employment Type: **Full-time**

Are you passionate about logistics and customer service? We're looking for an experienced and driven Sales Support / Sales Assistant to join our growing Sales Team at DGL Indonesia. If you have hands-on experience in imports, exports, domestics or in managing air, sea, or land logistics, we want to hear from you. This is your opportunity to be part of a dynamic team shaping the future of logistics through innovation and operational excellence.

Position Overview

As a key member of our Sales Team, you will support business development activities and customer engagement by ensuring timely communication, accurate documentation, and smooth coordination between internal teams and external partners. We're looking for individuals who thrive in a fast-paced environment and bring a positive, solution-oriented mindset to their work.

Key Qualities We Value:

■ **Resilience:**

Thrive under pressure and turn challenges into opportunities.

■ **Communication Skills:**

Strong Communication: Excel in verbal and written communication with both customers and internal teams.

■ **Active Listening:**

Understand client needs deeply to offer the right solutions.

■ **Integrity:**

Represent the company with honesty and ethical professionalism.

■ **Professional Demeanor:**

Maintain a polished, respectful demeanor in all interactions.

■ **Initiative:**

Proactively identify leads, follow up diligently, and contribute to closing deals.

■ **Dependability:**

Consistently meet deadlines and deliver results.

■ **Decision-Making:**

Make timely, well-informed decisions, especially in client-facing situations.

■ **Tactical Acumen:**

Handle complex situations with tact, diplomacy, and poise.

■ **Self-Confidence:**

Project confidence that instills trust and engages clients effectively.

Professional Experience and skills

- Minimum 2–4 years of experience in sales support, preferably within the freight forwarding or logistics industry
- Understanding of the logistics and supply chain ecosystem, including B2B corporate relationships
- Proven sales and marketing skills with the ability to support deal closure
- Proficiency in Microsoft Office (Excel, Word, PowerPoint) and experience with ERP systems
- Detail-oriented, highly organized, and comfortable working with data and documents

Academic Qualification

- Excellent academic background with qualified of Diploma / Bachelor Graduation from a recognized university in Logistic Management.

DGL EXPEDISI INDONESIA, PT.

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Please inbox your CV together with names and contact details of two non-related referees to the email below, mentioning the position applied for in the subject line to hrd.indo@dartglobal.com