Food Packaging Jaya

https://www.foodpackagingjaya.co.id/job/po-administration-staff-foreign-trade/

PO ADMINISTRATION STAFF – FOREIGN TRADE

Hiring organization
PO ADMINISTRATION STAFF – FOREIGN TRADE

Date posted
October 28, 2026

Description

1. Prepare, process, and maintain Purchase Order (PO) documents related to foreign trade activities.
2. Verify the accuracy and completeness of purchase orders, including product specifications, quantities, prices, and delivery terms.
3. Coordinate with suppliers, the purchasing team, the EXIM team, and relevant departments regarding purchase orders and order status.
4. Monitor purchase order progress and follow up on order confirmations, delivery schedules, and outstanding documents.
5. Maintain and update purchase order records, databases, and filing systems.
6. Prepare administrative reports related to purchase orders and foreign trade transactions.
7. Ensure purchase order documents are properly organized and processed according to company procedures.
8. Assist with other administrative tasks related to foreign trade operations as required.

Qualifications

- Minimum senior high school (SMA/SMK) or Diploma (D3), preferably in Administration, Business Management, International Trade, Logistics, or a related field.
- Previous experience in administration, purchasing administration, or foreign trade administration is preferred.
- Familiarity with Purchase Order (PO) documentation and administrative procedures is an advantage.
- Proficiency in Microsoft Office, particularly Microsoft Excel and Word.
- Good organizational skills and attention to detail when handling documents and data.
- Good communication, coordination, and time management skills.
- English proficiency is an advantage; Mandarin proficiency is preferred.
- Willing to work in Losarang, Indramayu.

Contacts

HOW TO APPLY

Interested candidates may submit their latest CV and relevant supporting documents via the company recruitment email.

Recruitment Email: hrd@foodpackagingjaya.com

Email Subject Format: Position Applied For – Age – Full Name

Example: EXIM Staff – 25 – Andi Saputra

Please ensure that the email subject includes the position applied for, the applicant's age, and full name.

Only candidates who meet the position requirements will be considered for the

recruitment process.

We look forward to welcoming talented individuals to Food Packaging Jaya.