



PR/122522 | Project Management Officer or Assistant to the Director

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1506527

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

November 26th, 2024 10:20

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

OVERVIEW

Our client is a leading marine solutions provider in Indonesia and Southeast Asia. They specialize in tanker and offshore crewing, ship inspections, maritime solutions, manpower supply, and general marine trading.

JOB RESPONSIBILITIES

- Support the Director in managing and executing corporate projects and initiatives, ensuring they align with organizational goals.
- Prepare professional presentations for board meetings, conferences, and client presentations.
- Draft speech narrations, key messages, and talking points for the Director's engagements.
- Coordinate with stakeholders including business partners, clients, and executive teams to ensure smooth communication.
- Conduct research and analysis to support decision-making on corporate projects, providing strategic insights.
- Provide basic financial analysis and reporting to track project progress and budget adherence.
- Liaise with internal teams to ensure seamless business arrangements.

- Accompany the Director to business meetings and conferences, taking notes and following up on action points.
- Assist in project management tasks such as tracking deadlines and managing timelines.
- Provide general administrative support, including managing schedules, preparing reports, and maintaining confidentiality

JOB REQUIREMENTS

- Education: Bachelor's degree in Business Administration, Management, Finance, Engineering, or a related field; a Master's degree is a plus.
- Experience: At least 5 years in a similar executive or personal assistant role, preferably in a corporate or multinational environment.
- Analytical Skills: Strong ability to gather data, analyze trends, and support decision-making.
- Finance Knowledge: Basic understanding of financial principles, including budget tracking and expense reporting.
- Communication Skills: Exceptional verbal and written communication in English, with proficiency in creating presentations, reports, and summaries.
- Technical Skills: Proficient in MS Office, email communication, and digital collaboration tools; experience with project management software is a plus.
- Project Management: Proven ability to manage and coordinate corporate projects, prioritize tasks, and meet multiple deadlines.
- Presentation Skills: Skilled in preparing high-quality, detailed presentation decks for senior executives and clients.
- Interpersonal Skills: Strong ability to communicate professionally with senior leaders, external stakeholders, and team members.
- Travel Coordination: Experience in coordinating business travel, including booking and itinerary management.
- Problem-Solving: Strong problem-solving skills and attention to detail, with the ability to anticipate the Director's needs.

BENEFITS

- Exposure and Direct mentorship with high level executives in a leading national marine solutions provider
- Exposure to a vast network of external and internal stakeholders of the company
- Opportunities to travel locally and/or abroad
- Opportunities to handle corporate projects and initiatives alongside the Director

Apply online or feel free to contact me at directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

Emmanuel Vincenzo
Consultant MNC Division
+628558700102

#LI-JACID

Company Description