



PR/122670 | Secretary & General Affair Staff

募集職種

人材紹介会社

ジェイエイシーリクルートメントインドネシア

求人ID

1512288

業種

石油・エネルギー

雇用形態

正社員

勤務地

インドネシア

給与

経験考慮の上、応相談

更新日

2024年12月24日 10:32

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

OVERVIEW

Our client, multinational oil and gas company in South Jakarta are currently looking for Secretary and General Affairs. This role offers an exciting opportunity for a highly organized and detail-oriented person to contribute to the smooth functioning in secretarial as well as general affairs related work in the organization.

JOB RESPONSIBILITIES

- Provide administrative assistant to President Director including scheduling meetings, managing calendars, and documents
- Manage business trip arrangements including booking flights, accommodation, hotels, and restaurants
- Oversee the day-to-day operations of the office, ensuring all office supplies and facilities are maintained and keep the stock updated

- Supporting payment
- Handle expatriate working permit (coordination with agency)

JOB REQUIREMENTS

- Min. Bachelor's degree in any major
- Having min. 2 years in related field
- Detail oriented and having good working ethic
- Able to speak English for business

会社説明