

URGENTLY NEEDED

PT. Bakrie Telecom, Tbk is a fast growing telecommunication company is seeking high qualified candidates for position:

Group Assistant

JOB DESCRIPTION:

- Organize all personal necessities (Personal – VP/ EVP), likes medical claim, business travel arrangement (ticketing & hotel), telephone claim, entertainment, official journey, scheduling, etc
- Handle all correspondence, telephone, scheduling arrangement for VP/EVP.
- Handle and maintain administration and secretarial process, include archival matters and prepare presentation matters.
- To arrange annual meeting and prepare minutes of meeting in Bahasa Indonesia and English.
- Act as friendly host of all related superior guests
- Support other administration matters of the team

REQUIREMENTS :

- Female, 22 - 28 years old
- Minimum Diploma Degree from Any Educational Background. Preferably from Secretary, Public Relation or Management
- Fresh graduate are welcome but having work experience in Secretarial or Administration area and have experienced handle group/Dept would be advantage
- Excellent Computer skills (MS Word, Excel, Power Point)
- Good communication skill, Creative and Innovative
- Fluent in English (Both Written or Oral) is a must
- Willing to work under pressure
- Based on Jakarta

Please submit application letter and CV to
hr-recruitment@bakrietelecom.com
Please put the code (**GA**) on the e-mail subject
Only suitable candidates will be process