



<https://youonlylivetwice.info/loker/loker-pekanbaru-administrator-terbaru-di-pt-central-indonesia-persada/>

Loker Pekanbaru Administrator Terbaru di PT. Central Indonesia Persada

Description

Keuntungan

- Carrer devolpment and Opportunities

- Learn from the best people

- Support outside of work

Hiring organization

PT. Central Indonesia Persada

Date posted

Juli 17, 2023

Valid through

17.07.2024

LOKER PEKANBARU

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Deskripsi Pekerjaan

PT.Central Indonesia Persada is Indonesia's foremost name in Outsourcing. Our team operating across our branches are well-known for their efficiency and integrity. We're looking for Administrator Officer to join our operations team, selected candidates can expect a dynamic working environment, ample career growth, and attractive benefits.

Job Requirements :

- Candidate must have at least a Diploma, Certificate, or equivalent in a related field
- 1 years of work experience in a related field preferred
- Previous experience in a secretarial role
- Must have basic spoken and written Bahasa Indonesia
- Must have basic experience with Microsoft Office
- Working knowledge of basic bookkeeping
- Excellent organizational, time management and communication skills
- Strong interpersonal skills and adaptability

Job Description :

- Greet and direct visitors and answering phone inquiries
- Schedule appointments and maintain calendars
- Schedule and coordinate staff and client meetings
- Collect and distribute mail
- Ensure office supplies are maintained
- Manage accounts and perform bookkeeping
- Prepare communications, such as memos, emails, invoices, reports and other correspondence
- Write and edit documents from letters to reports and instructional documents
- Create and maintain filing systems, both electronic and physical

Employment Type

Full-time

Job Location

Pekanbaru, Riau, Indonesia

Base Salary

Rp 3000000 - Rp 4000000