



JAC Recruitment

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Indonesia

PR/122830 | Director Secretary (BUMN)

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1538086

Industry

Petrochemical, Energy

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

May 1st, 2025 20:10

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

Location: North Jakarta**Industry:** Marine Logistic (Oil&Gas) - State Owned Enterprises (BUMN)**Specific Condition:** 1 Year Contract

We are looking for a **highly organized and proactive Director Secretary** to support the Director in managing **administrative tasks, communication**, and **coordination** between internal and external parties. This role requires **excellent multitasking abilities, attention to detail**, and **strong communication skills** to ensure smooth day-to-day operations.

Qualifications:

- **Bachelor's Degree (S1) in Business Administration, Management** or any related field.
[Graduates from **top universities** are highly preferred]
- **2-3 years of experience** as a secretary or in an administrative role, **supporting a Managing Director or C-level executive**.
- **Preferably experienced** in **State-Owned Enterprises (BUMN/Persero)** or **large corporations**.

- **Proactive**, well-groomed, and willing to **coordinate outside working hours**.
- **Excellent communication skills in English**, both written and verbal.

Responsibilities:

- Support the Director in managing **schedules, meetings**, and other business activities.
- Prepare **reports, meeting minutes**, and important documents as needed.
- Handle **internal and external communications** via phone, email, or correspondence.
- Coordinate **business trips, meetings**, and events involving the Director.
- Maintain **confidentiality** both company information and the Director's personal data with integrity.

Think you tick all the boxes? Great!

After applying, send me an email to explaining briefly why you're the best fit for this role. Your next big career move starts here!

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Company Description